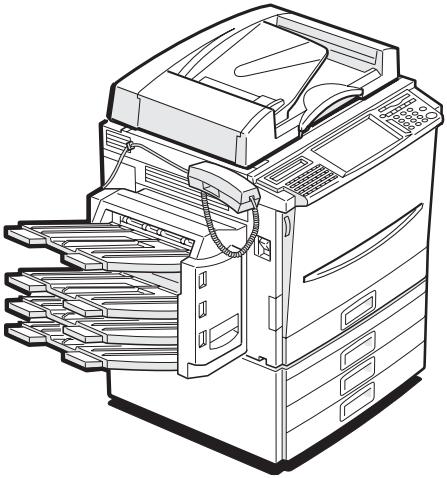
FAX Option Type 4000

Operating Instructions

Facsimile Reference (option)
<Basic Features>



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

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Available Options

- Expansion Memory (FAX Feature Expander Type 450)
- Optional Hard Disk (FAX Feature Expander Type 4000)
- 400 dpi Option (FAX 400dpi Option Type 450)
- ISDN Unit (ISDN Option Type 450)
- Stamp Unit (FAX Stamp Type 4000)
- Handset (Handset Type 4000)

Supplies

- Marker Ink (Marker Type 30 is recommended for the best performance)

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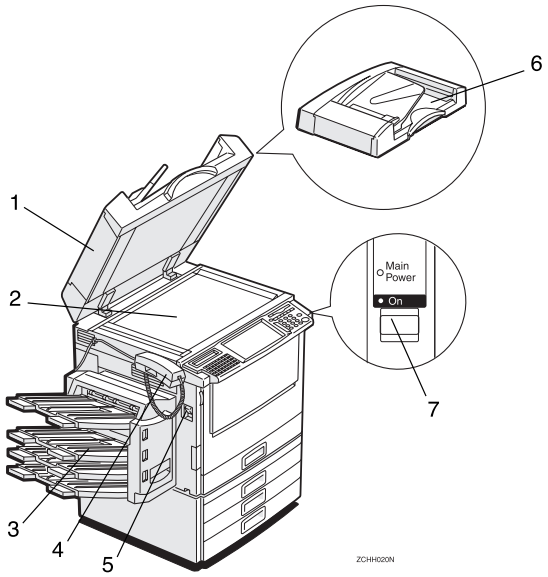
Guide to Components

Front View



1. Document Feeder (ARDF)/Platen Cover (Option)

Holds a document stack of up to 50 sheets which are fed automatically one at a time. Place documents face up here.

2. Exposure Glass

Place the original face down on the upper left corner of the exposure glass, aligning the upper left corner with the reference mark. Close the platen cover when you set a document on the exposure glass.

3. 3–bin Sorter (Option)

Sorts and stacks copies.

4. Optional Handset

This permits voice communication.

5. Main Power Switch

Do not touch this switch. This switch should be only used by a service representative.

Note

- ❒ If the operation switch is on and there is still no power, turn on the **Main Power** switch.
- ❒ If you leave the **Main Power** switch off for more than an hour, all files in memory are lost.

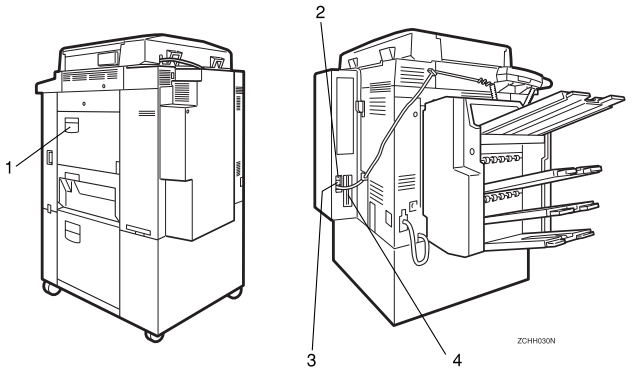
6. Operation Switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).⇒ P.7 *"Turning on the Power"*

7. Optional Tray Unit (Option)

For information about optional tray unit, see the Copy Reference.

Rear View



1. Bypass Tray

Select this tray for non-standard size paper.

See "Copying from the Bypass Tray" in the Copy Reference.

2. G3 Line Connector

3. External Telephone Connector

4. ISDN Line Connector (Option)

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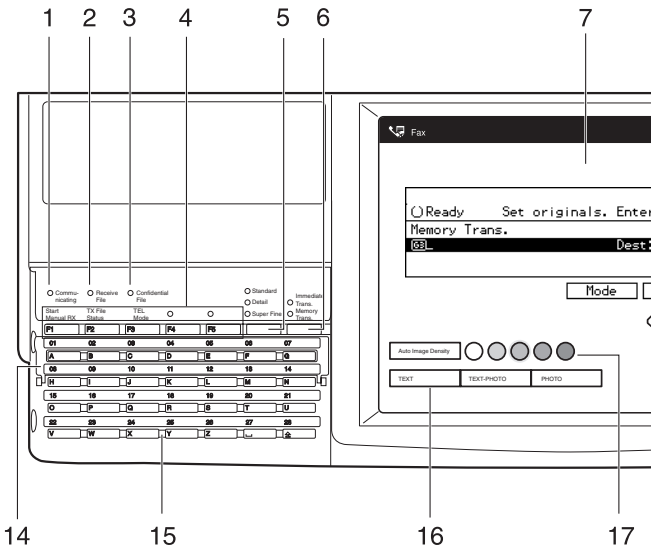
Operation Panel



1. Communicating Indicator

Lights during transmission or reception.

2. Receive File Indicator

Lights to tell you a message has been received into memory.

Note that this indicator does not inform you of a Confidential Reception.

3. Confidential File Indicator

Blinks when a Memory Lock file has been stored in memory.

Lights when a message has been received into memory with Confidential Reception.

4. User Function keys

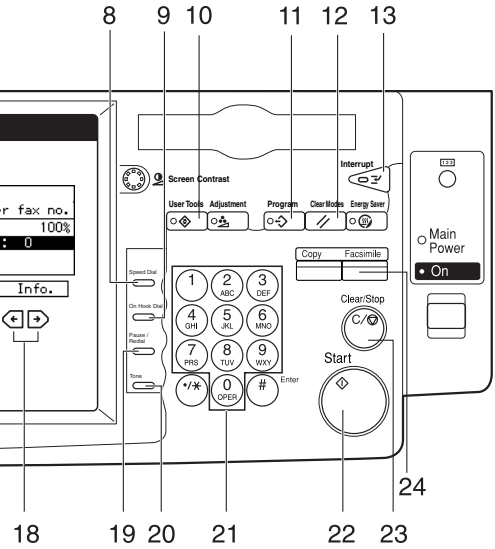
Each of these can be programmed for rapid access to frequently used features.

❖ Features Programmed by Default

Key	Standard	With ISDN Unit and Stamp options
F1	Start Manual RX	←
F2	Transmission Result Display	←
F3	TEL Mode	←
F4	-	G3/G4 Line Selection
F5	-	Stamp

5. Resolution key

Press to switch between **Standard**, **Detail** and **Super Fine** (optional 400dpi Option required).



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6. Transmission Mode key

Press this key to toggle between Memory Transmission (**Memory Trans.**) and Immediate Transmission (**Immediate Trans.**) modes.

7. LCD display

This guides you through tasks and informs you of the machine status. A messages appears here.

8. 【Speed Dial】 key

Press to select a Speed Dial.

9. 【On Hook Dial】 key

Use to dial a number from the numeric keypad without having to lift the handset.

10. 【User Tools】 key

Press to enter User Tools mode. These tools allow you to customize the default settings.

11. 【Program】 key

This key is used in Copy operation mode.

12. 【Reset】 key

Cancels the current settings and returns the machine to standby mode.

13. 【Interrupt】 key

Interrupts the current fax operation to start copying.

14. Quick Dial Flip Plate

Flip this plate down to access Quick Dial keys 01 through 28, flip up to access keys 29 through 56.

15. Quick Dial keys

Use to dial numbers at a single touch or to enter letters and symbols. Also use for the Group Dial, Keystroke Program features.

16. Original Type key

Use when sending a halftone image such as a photograph or a color original.

17. Image Density key

Use to change the setting of image density.

18. ◀ ▶ keys

Press to move the cursor or select functions.

19. 【Pause/Redial】key

Pause:

Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.

Redial:

Press to redial one of the last ten numbers.

20. 【Tone】key

Press to send tonal signals down a pulse dialing line.

21. Number keys

Use to dial fax numbers or enter the number of copies.

22. 【Start】key

Press to start all tasks.

23. 【Clear/Stop】key

Clear:

Deletes one character or digit.

Stop:

Interrupts the current operation (transmission, scanning, copying or printing).

24. 【Facsimile】key

Press to switch to Facsimile mode.

Starting the Machine

To start the machine, turn on the operation switch.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "Energy Saver Timer", "Auto Off Timer" in the Copy Reference.

Power switches

This machine has two power switches: See P.1 *"Guide to Components"*.

❖ **Operation switch**
Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

❖ **Main power switch**
Do not touch the **Main Power** switch. It should be used only by a service representative when the optional fax unit is installed.

Important

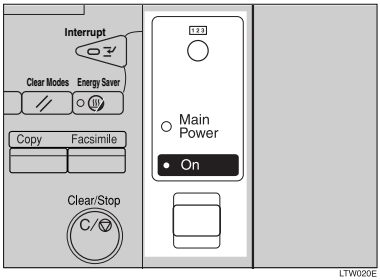
❒ If you leave the **Main Power** switch off for more than one hour, all fax files in memory are deleted. See "Turning Off The Power" below.

Turning on the Power

1 Confirm that the power cord is plugged into the wall outlet firmly and the Main Power switch is on.

2 Turn on the operation switch. The On indicator should light.

The panel display will turn on.

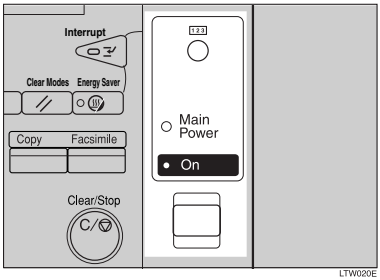


Note

❒ If nothing happens when you turn on the operation switch, make sure the **Main Power** switch is turned on.

Turning off the Power

1 Turn off the operation switch. The On indicator will go out.



Important

❒ Before you unplug the power cord, confirm that the display in Facsimile mode indicates that the remaining memory space is 100%.

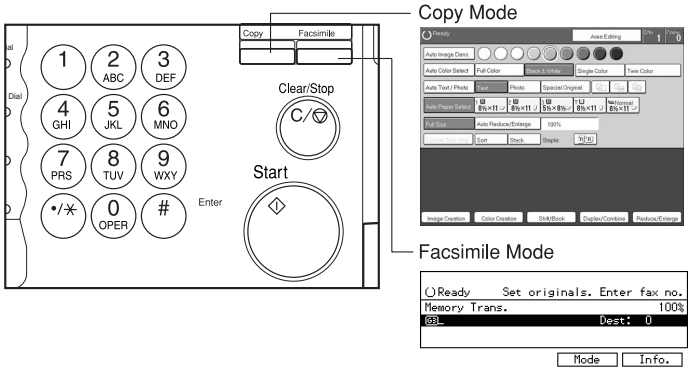
❒ Fax files stored in memory will be deleted an hour after you turn the **Main Power** switch off or you unplug the power cord.

Switching Between Copy Mode and Facsimile Mode

1

This machine is both a fax and a copier. When you turn on the power switch, the copier screen is shown and the machine is ready to make copies. When you wish to use fax functions, press the 【**Facsimile**】 key on the right of the operation panel.

You can set this machine to display facsimile mode immediately after the power switch is turned on. See "Changing the Machine Settings" in the Copy Reference.



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Limitation

❒ You cannot switch modes under the following circumstances:

- While scanning in a fax
- During Immediate Transmission
- While editing the System Settings
- During Interrupt Copying
- While using On-hook Dial

Reading the Display

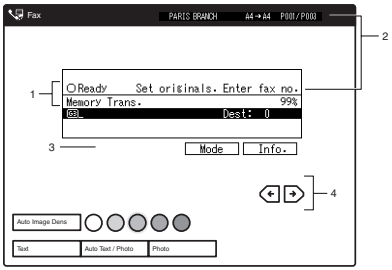
The display tells you the machine status and guides you through operations.

Note

❒ Functions that have been selected are highlighted (for example 11×17). Keys that you cannot select are shown with a dashed outline (for example ↑ Prev.).

❒ All procedures in this manual assume you are in Facsimile mode. By default, when you turn the machine on it is in Copy mode. Press the 【**Facsimile**】 key to change to Facsimile mode. You can have the machine start in Facsimile mode. See "Changing the Machine's Settings" in the Copy Reference.

Reading the Display Panel and Using Keys



1. **Display for the currently selected function.**

2. **Machine status and messages.**

3. **Press these keys to navigate menu screens and confirm or cancel selections.**

4. **Press to select an item from a selection. The currently selected item is highlighted.**

Note

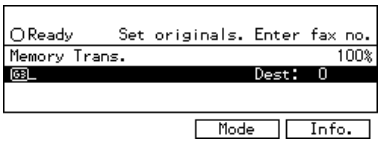
❒ Press ◀ to select the item one place to the left.

❒ Press ▶ to select the item one place to the right.

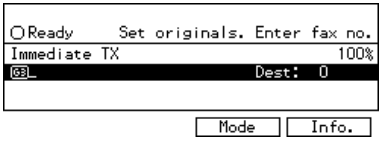
Standby Display

While the machine is in standby mode (immediately after it is turned on or after the 【**Reset**】 key is pressed), the following display is shown.

❖ **Memory Transmission**



❖ Immediate Transmission



Note

❒ To return the machine to standby mode, do one of the following:

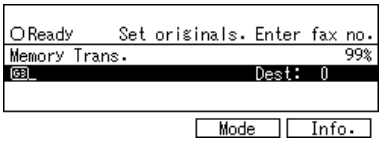
- If you have set the original and have not pressed the **【Start】**key, remove the original.
- If you have not set an original, press the **【Reset】** key.
- If you are in User Tools mode, press the **【User Tools】** key.

Communication Display

While the machine is communicating the status is displayed.

❖ Display during Memory Transmission or Memory Reception:

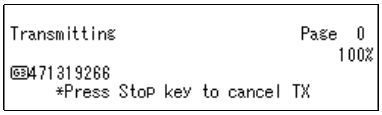
The status "PARIS BRANCH A4→A4 P001/P003" for exomple, appears on the vary top of the LCD display.



Note

❒ Even when the machine is sending or receiving a fax message from/into memory, you can still scan the next original into memory.

❖ Immediate Transmission:

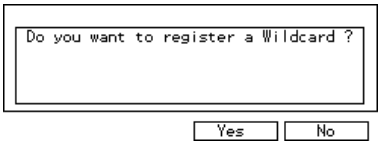


Display Prompts

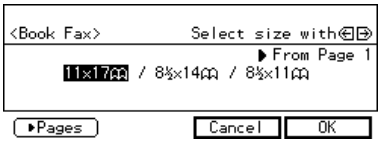
Depending on the situation, the machine will show various prompts on the display.

❖ Instructions and Requests

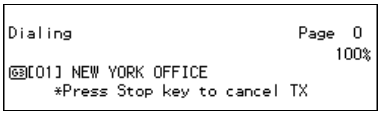
❖ Questions



❖ Selections



❖ Status



Overview

Changing Memory Transmission and Immediate Transmission

The basic procedure to send a fax message is:

① Make sure the Facsimile indicator is lit

② Set your original

③ Dial the number

④ Press the 【**Start**】 key

The rest of this section describes these steps and the various features that are available in more detail.

There are two ways to send a fax message:

- Memory Transmission
- Immediate Transmission

Check the indicators on the operation panel to check which mode is currently active and press the 【**Transmission Mode**】 key to toggle between them.

Setting Originals

In this manual an original can mean a single or multiple page document. You can set your originals either in the Document Feeder (ARDF) or on the exposure glass. Some types of originals are unsuitable for the Document Feeder (ARDF) so they must be set on the exposure glass.

Which way you place your original depends on its size and whether you are using the Document Feeder (ARDF) or the exposure glass.

Limitation

- ❒ If you set $5^1/_2$"×$8^1/_2$" /A5 size documents on the exposure glass, they will not be detected. $5^1/_2$"×$8^1/_2$" /A5 size documents with the ARDF results in sent as $8^1/_2$"×11" /A4 size.

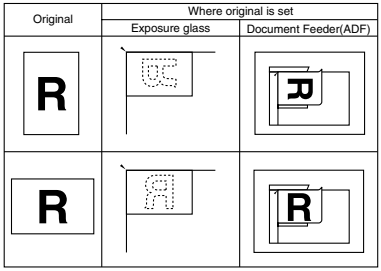
Note

- ❒ When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the original, the fax image may be output reduced, trimmed at the both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and direction of the paper used in their terminal.
- ❒ When sending an original of an irregular (i.e. non-standard) size or part of a large original, you can specify the scan area precisely.
- ❒ You can scan non-standard sized documents as standard sized documents with the Irregular Scan Area feature. When you turn on this feature, the area scanned will be in the specified range regardless of the actual document size. A blank margin will appear or the image will be truncated at the receiving end.
- ❒ Make sure that all ink, correcting fluid etc., has completely dried before setting your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.
- ❒ If you set an $8^1/_2$"×11" /A4 size original in the portrait direction, the machine rotates the image by 90 degrees before sending it. See Chapter1, “Transmission with Image Rotation” in the Advanced Features manual.

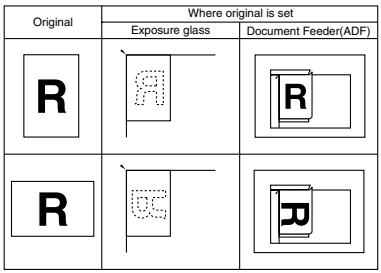
Reference

For how to set 2-sided documents, see Chapter3, “Book Fax” in the Advanced Features manual.

How to set A4, B4, A3, Lt, LG and DLT size originals



How to set A4, A5 and B5 size originals



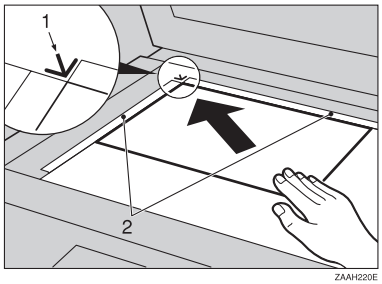
Limitation

❒ $5^1/_2$"×$8^1/_2$" /A5 size on the exposure glass is not detected. Set $5^1/_2$" ×$8^1/_2$" /A5 size documents in the ARDF.

Setting a Single Original on the Exposure Glass

Set originals that cannot be placed in the Document Feeder (ARDF), such as a book, on the exposure glass one page at a time.

1 Lift the Document Feeder (ARDF) by at least 30 degrees. Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.



1. Reference mark
2. Scale

Note

❒ If you do not raise the Document Feeder (ARDF) by at least 30 degrees, the original size will not be detected.

2 Close the Document Feeder (ARDF).

Note

❒ When sending a bound original, the received image may contain some black areas. To reduce this effect, hold down the original to prevent its bound part from rising.

Bound Original Page Order

When sending bound originals (books, magazines, etc.), you can choose to have either the left page or right page sent first.

Note

❒ The default setting is Send Left Page first.

Setting Originals in the Document Feeder (ARDF)

Use the Document Feeder (ARDF) to scan in a stack of originals in one operation. The Document Feeder (ARDF) can handle both single-sided and double-sided originals.

Limitation

❒ The maximum document length is 17" (432mm).

❒ Place all the originals to be sent in a single stack.

❒ You cannot set originals in the Document Feeder (ARDF) one page at a time or in sheaves.

❒ Do not open the Document Feeder (ARDF) while it is scanning the originals or your document could be jammed.

Note

❒ If an original jams, press the **【Clear/Stop】** key then remove the original carefully.

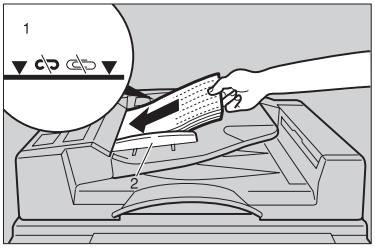
❒ If your original is bent or folded, flatten it before you set it.

❒ Set thin originals on the exposure glass.

Reference

For information about the sizes and number of originals that can be placed in the Document Feeder (ARDF), see Chapter9, "Acceptable types of Originals" in the Advanced Features manual.

1 **Adjust the document guide to match the size of your originals. Align the edges of your originals and stack them in the Document Feeder (ARDF) face up.**



1. **Limit mark**

2. **Document guide**

Scanning in Mixed Sized Originals

If you wish to scan in stacks of originals containing mixed paper sizes from Document Feeder (ARDF), you can have the machine automatically detect the size of each originals.

Note

❒ By default this feature is turned off. To turn it on, adjust the User Parameters. See Chapter6, "Changing the User Parameters (Switch05, Bit6)" in the Advanced Features manual.

❒ Scanning may take slightly longer when this function is turned on.

❒ Small originals may be sent at a slight slant if they are not stacked flush against the Document Feeder (ARDF) document guides.

❒ If you try and set a stack of mixed size originals in the Document Feeder (ARDF) with this function turned off, a paper jam may occur.

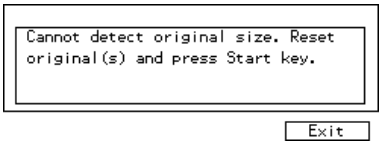
Originals unsuitable for the Document Feeder (ARDF)

Do not set the following types of originals in the Document Feeder (ARDF) because they may be damaged. Place them on the exposure glass instead.

- Originals of sizes other than those specified in the previous table
- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight (see table above)
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

If the machine cannot detect the size of your original

If the machine cannot detect the original size, the following display is shown:



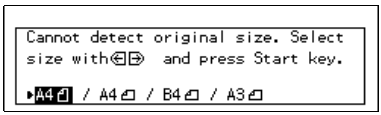
If this happens, carry out the following steps.

1. **Press [Exit].**
2. **Remove the original and replace it on the exposure glass.**
3. **Press the 【Start】 key to scan the original again.**

   If the above display appears again, repeat steps 1 to 3.

Note

❒ If the machine still cannot detect the original size, the following display is shown: If this happens, carry out the following steps.



- Press the ◀ or ▶ key to switch the scan size.
- Press the 【Start】 key again.

Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size. See P.16 *"If the machine cannot detect the size of your original"*.

- Documents set on the exposure glass of sizes other than those listed in the table below
- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges

The following paper sizes are automatically detected in Facsimile mode.

❖ Inch Version

Paper Size Where Original is Set	**11"×17"** ▭	**8 1/2"× 14"** ▭	**8 1/2"× 11"** ▯▭	**5 1/2"×8 1/2"** ▯▯	**10"×14"** ▭	**8 1/2"×13"** ▭	**8"×10"** ▯
Exposure Glass	O	O	O	×	O	O	O
Document Feeder (ARDF)	O	O	O	O	O	O	O

Memory Transmission

In Memory Transmission mode, after you press the 【Start】 key, the machine does not dial the destination until all pages of your fax message have scanned into memory (in contrast with Immediate Transmission, where the number is dialed first and pages are scanned and sent one by one).

Memory Transmission is useful because:

- You can take your original away from the machine without having to wait too long
- While your message is being sent, other people can operate the machine
- You can send the same message to more than one place in a single operation (Broadcasting)

Important

❒ If there is a power failure (**Main Power** switch is off) or the plug is pulled out for more than 1 hour, all the files stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted files. If you turn just the operation switch off, files are not deleted.

Limitation

❒ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

Note

❒ Maximum number of Memory Transmission files: 200 (up to 1,000 files with optional Expansion Memory installed)

❒ Maximum number of destinations per Memory Transmission: 200

❒ Combined total number of destinations that can be stored:500

❒ The theoretical maximum number of destinations you can enter with the number keys is 99, but this will depend on the amount of memory currently available.

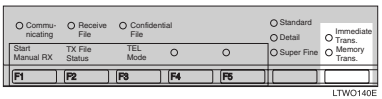
❒ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 160 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Text).

❒ The machine will return to the default transmission mode (Memory Transmission) after every transmission. You can change this so that the desired setting is maintained.

❒ The maximum total number of documents that can be stored in memory is as follows:

- About 480 pages with only the optional Expansion Memory installed
- About 3,000 pages with both the optional Expansion Memory and Expansion Memory installed

1 Make sure that the Memory Transmission indicator is lit.



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If it is not, press the 【Transmission Mode】 key.

2 **Set the original.**

Limitation

- ❒ You can send the first pages from the exposure glass then the remaining pages from the Document Feeder (ARDF). After you place the last page on the exposure glass, you have 60 seconds to insert the remaining pages in the Document Feeder (ARDF).
- ❒ Note that you cannot set pages on the exposure glass after you have started using the Document Feeder (ARDF).
- ❒ Do not open the Document Feeder (ARDF) while it is scanning in originals.

Note

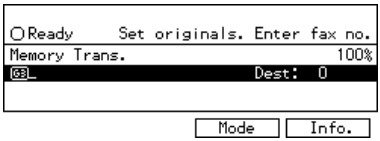
- ❒ Place the original you want to store in memory on the exposure glass or the Document Feeder (ARDF). To store multiple page originals from the exposure glass, set them page by page.
- ❒ You can scan half the pages of your original from the exposure glass and the remainder from the Document Feeder (ARDF). When you have finished scanning from the exposure glass, place the rest of the pages in the Document Feeder (ARDF) and press the **【Start】** key.
- ❒ The original can be placed at any time up until you press the **【Start】** key.

Reference

P.12 *"Setting Originals"*

3 **Select any scan settings you require. ⇒ P.29 *"Scan Settings"***

4 **Dial. If you wish to send the same message to more than one destination, press [Add] and dial another destination. Repeat this step for all destinations.**



If you make a mistake, press the **【Clear/Stop】** key and enter the correct number again.

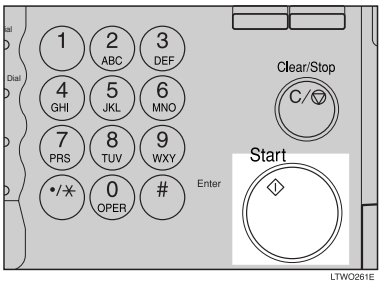
Note

- ❒ When specifying a destination using a Quick Dial, Speed Dial or Group dial, the destination is added even if you did not press **[Add]**.
- ❒ When dialing with the number keys or using Chain Dial, you can select the line type (G3 or G4) before pressing **[Add]** in step **4**.
- ❒ If you do not set an original within 30 seconds of entering a destination fax number, the transmission is canceled.

Reference

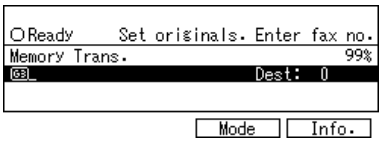
P.33 *"Dialing"*

5 Press the [Start] key.



The machine starts scanning the original.

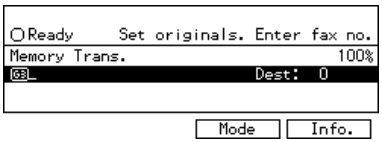
The machine calls the destination. The name or fax number which is programmed as the RTI or CSI at the other end is shown on the top of display (e.g. "PARIS BRANCH A4→A4 P001/P003").



Reference

P.41 *"RTI/TTI"*

After transmission, the machine will return to standby mode.



Sending Originals from the Exposure Glass

❶ Set the first page of your original on the exposure glass face down.

❷ Dial.

❸ Press the [Start] key.

The machine starts scanning the original.

❹ Set the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.

Note

❒ Repeat steps 3 to 4 for all pages.

❺ Set the last original then press [#].

❻ Press the [Start] key.

The machine starts to call the destination.

Checking the Transmission Result

- Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. ⇒ P.18 *"Memory Transmission"*
  If you leave the Transmission Result Report off, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.
- If you turn the Transmission Result Report (Memory Transmission) off, the Error Report will be printed when the communication on fails.
- You can also check the transmission result by examining the TCR. See Chapter4, "Printing the TCR" in the Advanced Features manual. You can either print or scroll through the TCR on the display. See Chapter4, "Checking the Transmission Result (TX File Status)" in the Advanced Features manual.

Sending a Fax Message Immediately

To send a fax message immediately, use Immediate Transmission. If you have just set up an original for broadcasting, Immediate Transmission will interrupt the current communication.

Your original will not be sent until previously queued files have been sent.

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 2 times at 10 minutes intervals (these figures vary according to which country you are in).

If redialing fails after two redials, the machine cancels the transmission and prints the Transmission Result Report or Communication Failure Report.

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting) the messages are sent in the order in which they were dialed. If the fax message could not be transmitted, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

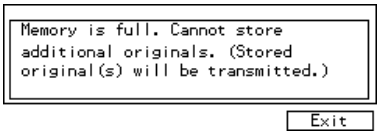
Checking the Transmission Progress

To check which destinations the fax message has been sent to so far, print the TX file list.

If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), "Memory full" is displayed.

Press **[Exit]** to transmit the stored pages only.



Note

❒ By default, successfully scanned pages are sent. If you wish to change this setting, please contact your service representative.

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your original. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.

Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.

Note

❒ By default Batch Transmission is switched on. You can switch it on or off with the User Parameters.

ECM (Error Correction Mode)

This feature automatically sends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same feature.

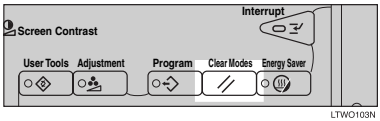
Note

❒ By default ECM is switched on. You can change this with the Key Operator Settings. See Chapter6, "ECM" in the Advanced Features manual.

Canceling a Memory Transmission

Canceling the Transmission Before the Original is Scanned

1 Press the [Reset] key.

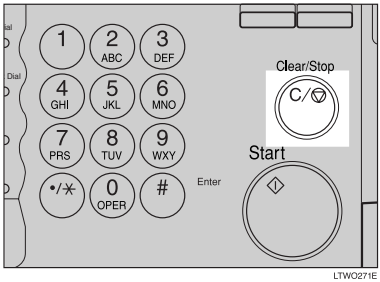


Note

❒ When you set the document in the Document Feeder (ARDF), you can cancel the transmission by just removing it.

Canceling a Transmission While the Original is Being Scanned

1 Press the [Clear/Stop] key.



The machine will stop storing the original and the data will not be sent.

Canceling a Transmission While the Message is Being Sent

Use this procedure to cancel a transmission after the original has been scanned.

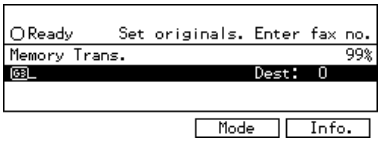
Limitation

❒ If transmission finishes while you are carrying out this procedure, it will not be canceled.

Note

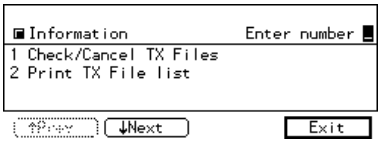
❒ If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.

1 Press [Info.].



The Information menu is shown.

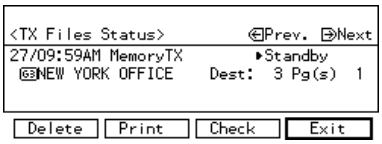
2 Enter the "Check/Cancel TX Files" function number with the number keys.



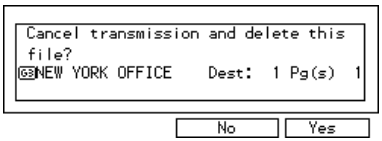
Note

❒ If "Check/Cancel TX Files" is not shown, press **[↑Prev.]** or **[↓Next]**.

3 **Press the ◀ or ▶ key until the file you wish to delete is shown and press [Delete].**

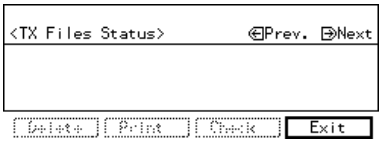


4 **Press [Yes].**



The file is erased.

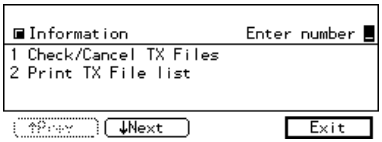
5 **Press [Exit].**



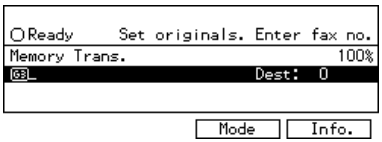
Note

❒ To delete another file, repeat steps **3** and **4**.

6 **Press [Exit].**



the machine will return to standby mode.



Immediate Transmission

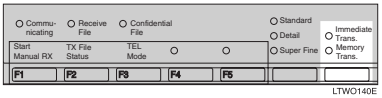
With Immediate Transmission, when you press the 【Start】 key, the fax number is dialed immediately. The message is scanned and transmitted page by page without being stored in memory. This contrasts with Memory Transmission which scans all pages into memory before dialing the destination.

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check the other terminal's RTI or CSI on the operation panel during transmission).

Note

- ❒ You cannot send the same message to multiple destinations (Broadcasting). Use Memory Transmission for this purpose.
- ❒ Place the original on the exposure glass or in the Document Feeder (ARDF). To send two or more pages from the exposure glass, set them one page at a time.
- ❒ You can scan some pages of your original from the exposure glass and the remainder from the Document Feeder (ARDF). When you have finished scanning from the exposure glass, place the remainder of the pages in the Document Feeder (ARDF) and press the 【Start】 key within ten seconds.
- ❒ By default, the transmission mode selected when the machine is turned on or when modes are cleared (transmission mode home setting) is Memory Transmission. You can change this with the User Parameters.

1 Check that the Immediate Transmission indicator is lit.



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If it is not lit, press the 【Transmission Mode】 key.

2 Set your original.

Limitation

- ❒ Do not open the Document Feeder (ARDF) while it is scanning the originals. This can cause originals to jam.

Note

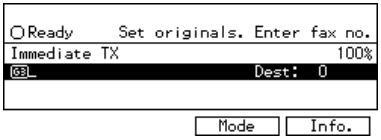
- ❒ You can set the original any time up until you press the 【Start】 key.

Reference

P.12 *"Setting Originals"*

3 Select any scan settings you require. ⇒ P.29 *"Scan Settings"*

4 Dial.



If you make a mistake, press the 【Clear/Stop】 key and enter the correct number again.

Note

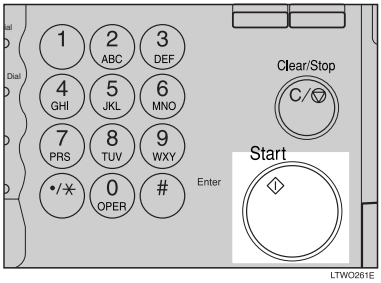
- ❒ If you are dialing with the **number** keys or Chain Dial, you can select the type of line you want (G3 or G4).

Reference

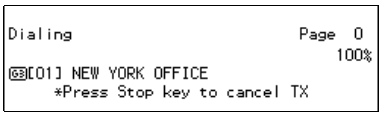
⇒ P.33 *"Dialing"*

See Chapter1, "Chain Dial" in the Advanced Features manual.

5 Press the [Start] key.



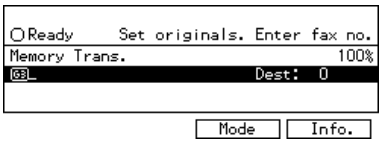
The machine calls the destination. While it is dialing, the number or name which is programmed as the RTI or CSI in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.



Reference

P.41 *"RTI/TTI"*

After transmission the machine will return to standby mode.



Sending Originals from the Exposure Glass

1 Set the first page face down on the exposure glass.

2 Dial.

3 Press the [Start] key.

The machine starts scanning the original.

4 Set the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.

Note

❒ Repeat steps 3 to 4 for all originals.

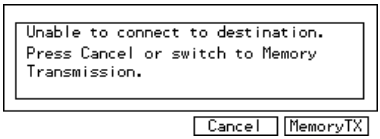
5 Set the last original then press [#].

6 Press the [Start] key.

The machine starts to call the destination.

If the Connection Could Not Be Made

The following display appears if the fax could not be sent:



Do one of the following:

- Press **[Cancel]** and try again.
- Press **[Memory TX]** to have the machine scan in the document and then automatically redial the number.

ECM (Error Correction Mode)

This feature automatically sends data that was not transmitted successfully again using a technique called ECM, an internationally recognized protocol (requires that the destination machine has the same feature).

Note

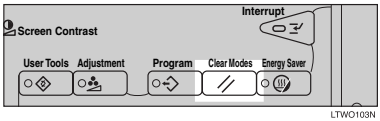
❒ ECM is active by default. It can be turned off.

Canceling an Immediate Transmission

Canceling a Transmission Before You Have Pressed Start

Use this procedure to cancel a transmission before you have pressed the 【Start】 key.

1 **Press the 【Reset】 key.**

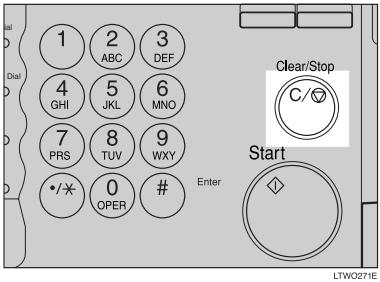


Note

❒ When you have already set the original, you can also cancel an Immediate Transmission by removing the original from the machine.

Canceling a Transmission After You Have Pressed the Start Key

1 **Press the 【Clear/Stop】 key, and then remove the original.**



Note

❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

Scan Settings

You may wish to send many different types of fax messages. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

❖ **Resolution:**
Standard, Detail, Super Fine (option)

❖ **Image density:**
Auto Image Density, Manual Image Density (5 levels)

❖ **Original type:**
Text, **Text·Photo**, **Photo**

Resolution

Images and text are scanned into the machine by converting them to sequences of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (**Super Fine**) have high quality but transmission takes longer. Conversely, low resolution (**Standard**) scanning results in less quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

❖ **Standard (8×3.85lines/mm, 200×100dpi)**
Select for originals containing normal sized characters.

❖ **Detail (8×7.7lines/mm, 200×200dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Super Fine (optional 400dpi Option required: 16×15.4lines/mm, 400×400dpi)**
Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times as fine as Standard.

Limitation

❒ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.

❒ Sending with **Super Fine** resolution requires that your machine has the optional Expansion Memory and the other party's machine has the capability to receive fax messages at **Super Fine** resolution.

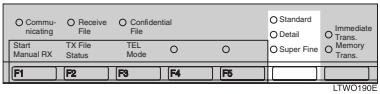
❒ Note that even if the option is installed on your machine, transmission and reception may take place using **Detail** resolution if the other party's machine does not support this feature.

Note

❒ When the machine is turned on or modes are cleared, the resolution is set to **Standard** by default. You can change this with the User Parameters. See Chapter6, "Changing the User Parameters (Switch00, Bit5,4)" in the Advanced Features manual.

❒ By default, the resolution returns to the home setting after every transmission. You can change this with the User Parameters. See Chapter6, "Changing the User Parameters (Switch01, Bit7)" in the Advanced Features manual.

1 **Press the 【Resolution】 key to switch between resolutions. The indicators above the key shows the current selection.**



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Original Type

If your original contains photographs, illustrations or diagrams with complex shading patterns or grays, select the appropriate Original Type to optimize image clarity.

❖ Text

Select **Text** to send an original containing a high-contrast black-and-white image. Use this setting even if your original contains text and photographs or if you only want to send clearer text.

❖ Text·Photo

Select **Text·Photo** to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image such as a photograph.

❖ Photo

Select **Photo** to send an original containing a halftone image such as a photograph or a color original.

Limitation

❒ If you select **Text·Photo** or **Photo**, resolution is automatically set to **Detail**. Even if you select Text again, the resolution will not return to Text.

Note

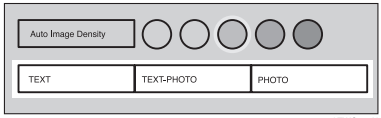
❒ If you select **Text·Photo** or **Photo**, the transmission will take longer than when **Text** is selected.

❒ If you send a fax message with **Text·Photo** or **Photo** and the background of the received image is dirty, reduce the density setting and re-send the fax.

❒ When the machine is turned on or modes are cleared, the Original Type is set to **Text**. You can change this with the Initial Setup TX settings.

❒ By default, the machine returns to the Original Type home setting after every transmission. You can change this with the User Parameters.

1 **Press the [Original Type] key for the type you require.**



LTWO053N

Image Density (Contrast)

The text and diagrams in your original should stand out clearly from the paper they are written on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.

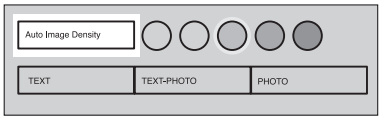
By default, this machine will automatically select a density setting appropriate to the original (Auto Image Density). If you wish to set the density yourself, use Manual Image Density.

Auto Image Density

The machine automatically selects an image density which is the most appropriate for the original.

By default, Auto Image Density is selected when the machine is turned on or modes are cleared. You can change this with the User Parameters.

1 **If the Auto Image Density indicator is not selected, press [Auto Image Density] to turn it on.**

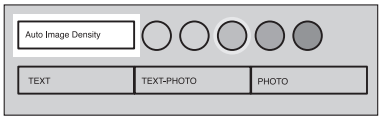


LTWO050N

Manual Image Density

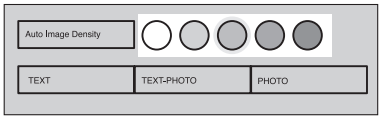
Use the Image Density keys to vary the image density within 5 levels.

1 **Make sure that the [Auto Image Density] is not selected. If it is selected, press [Auto Image Density] to turn it off.**



LTWO050N

2 **Press to change the density from five density level.**



LTWO051N

Mixing Scan Settings for a Multiple Page Original

When sending an original consisting of several pages, you can select different Image Density, Resolution and Original Type settings for each page.

Set your original, select the scan settings for the first page, dial and press the 【Start】 key as you would normally. Then follow one of the following two procedures.

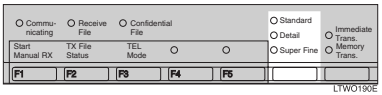
When setting originals on the exposure glass

While the machine is beeping, you have about 60 seconds (10 for Immediate Transmission) to select density, resolution and original type. The remaining time is shown on the display.

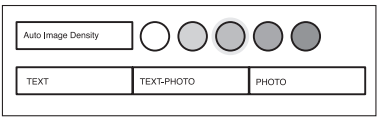
1 **Check which pages you wish to scan with different settings.**

2 **Remove the previous page and set the next page.**

3 **Select the Image Density, Resolution and Original Type.**



LTWO190E



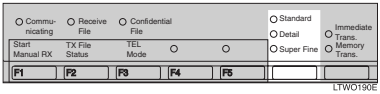
Note

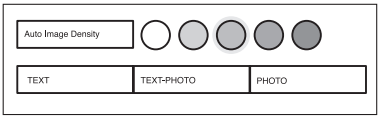
❒ Adjust settings for each page before you press the 【Start】 key.

When setting originals in the document feeder (ARDF)

1 **Check which pages you wish to scan with different settings.**

2 **Select the Image Density, Resolution and Original Type before the next page is scanned.**





Dialing

There are three main ways to dial a number:

❖ **Number keys:**
Enter numbers directly using the key pad on the right side of the operation panel.

❖ **Quick Dials:**
When you have stored a destination's number in a Quick Dial key, you can dial the number by just pressing that key. Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

❖ **Speed Dials:**
If you store a number in a Speed Dial, when you want to dial it just press the **【Speed Dial】** key followed by a 2 or 3 digit code. Like Quick Dials, you can store a name along with the number.

This section covers these features and others in more detail.

Number Keys

Enter numbers directly using the key pad on the right side of the operation panel.

Note

❒ Maximum length of a fax number: 254 digits.

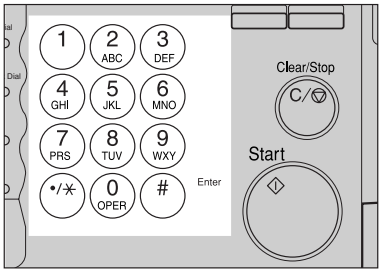
❒ You can insert pauses and tones in a fax number. ⇒ P.34 *"Pause"*, P.35 *"Tone"*

❒ If the optional ISDN Unit is installed, you may need to enter a subaddress.

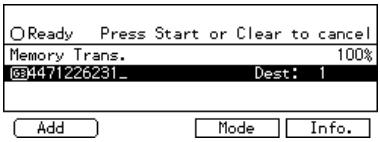
1 Set your original and select any scan settings you require.

Reference
P.12 *"Setting Originals"*
P.29 *"Scan Settings"*

2 Enter the fax number with the number keys.



The digits appear on the display as you enter them.



Note

❒ If you make a mistake, press the **【Clear/Stop】** key to erase the wrong digits and try again.

❒ If you wish to send this message to more than one destination, press **[Add]**, then enter the next destination.

❒ If the optional ISDN Unit is installed, select G3 or G4 before you go to the next step.

3 Press the 【Start】 key.

Restrictions When Dialing with the Number Keys

Fax numbers entered with the number keys are stored in internal memory (separate from memory for storing original data). Therefore, you cannot program more than 99 numbers with the number keys for the following:

- Destinations specified in a Memory Transmission (including Confidential Transmission and Polling Reception)
- Transfer Stations and End Receivers specified in a Transfer Request
- Destinations and Transfer Stations specified in a Group

For example, when 90 destinations are registered in a Group with the number keys, only 10 destinations can be dialed for Memory Transmission from the number keys.

Note

❒ When this machine is requested to transfer a call (i.e. becomes a Transfer Station), 2 fax numbers are automatically stored. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.

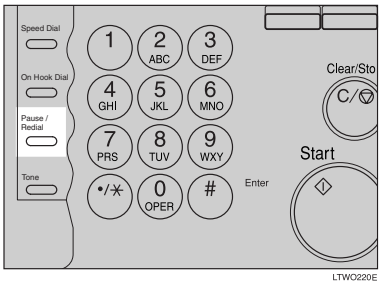
❒ When a total of 99 fax numbers is stored, only Immediate Transmission is allowed.

❒ If a memory file is awaiting transmission and the "Memory is full and you cannot enter with number keys" message is displayed when dialing with the number keys, you cannot dial any more numbers. That is because the fax numbers have been dialed with the number keys for some of the files awaiting transmission. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.

❒ The display shows the percentage of free memory space for storing originals. Since fax numbers are stored in separate memory, dialing fax numbers with the number keys does not change the percentage on the display.

Pause

Press the 【Pause/Redial】 key when dialing or storing a number to insert about a two-second pause.



Limitation

❒ You cannot insert a pause before the first digit of a fax number.

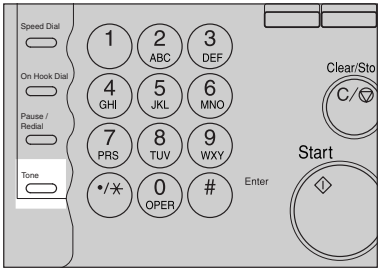
Note

❒ A pause is shown as a "-" on the display.

❒ You can insert a pause in numbers stored in Quick Dials and Speed Dials.

Tone

This feature allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the 【Tone】 key, the machine dials the number using tonal signals.



Limitation

- ❒ You cannot place a tone before the first digit of a fax number.
- ❒ Some services may not be available when using the 【Tone】 key.

Note

- ❒ A tone is shown as a "•" on the display.

Sending Tonal Signals by ISDN (Optional ISDN Unit Required)

You can still send tone signals to a G3 user even if the machine is only connected to an ISDN line.

Note

- ❒ This feature can only be used for Memory or Immediate Transmission. You cannot dial through ISDN using On-hook Dial or Manual Dial.

Quick Dials

When you have stored a destination's number in a Quick Dial key, you can dial the number by just pressing that key.

Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.⇒ P.45 *"Registering Quick Dials"*

Note

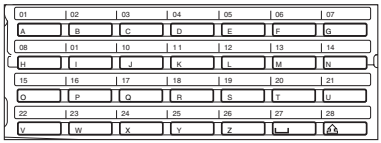
- ❒ To check the contents of the Quick dial, print the list.
- ❒ If a Quick Dial key is currently used for another function, for example a Group Dial, you cannot store a number in it.
- ❒ Flip the Quick Dial plate over to access Quick Dial keys 01-28 or 29-56.
- ❒ You can have the label stored with a Quick Dial printed on the first page received at the other end.

Reference

P.33 *"Dialing"*

1 **Set your original and select any scan settings you require. ⇒ P.29 *"Scan Settings"***

2 **Press the Quick Dial key in which the destination's number is programmed.**



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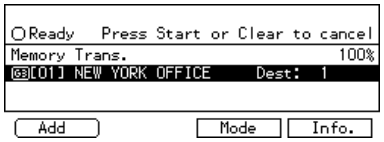
If the destination's name has been stored, the name is shown on the display. If it is not, the fax number is shown.



Note

- If you make a mistake, press the 【Clear/Stop】 key and try again.
- If you wish to dial another destination, press **[Add]** and dial another fax number.

3 **Press the 【Start】 key.**

Speed Dials

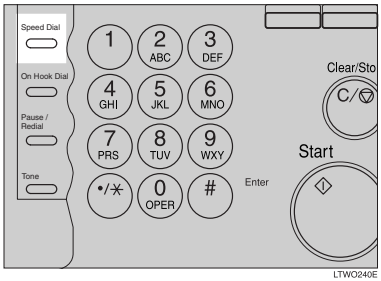
If you store a number in a Speed Dial, when you want to dial it, just press the 【Speed Dial】 key followed by a 2 or 3 digit code. ⇒ P.52 "*Registering Speed Dial*"

Note

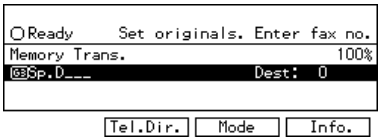
- To check the contents of registered Speed Dials, print the Speed Dial list.
- As standard, you can use codes 00-99 for Speed Dials. If the optional Expansion Memory is installed, codes 000 to 999 become available.
- If a search letter is registered with a Speed Dial, you can find this number quickly using the Telephone Directory feature.
- You can have the label stored with a Speed Dial printed on the first page received at the other end.

1 **Place your original and select any scan settings you require. ⇒ P.29 "*Scan Settings*"**

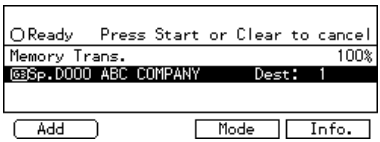
2 **Press the 【Speed Dial】 key.**



LTWO240E



3 **Enter the two digit code (00 to 99) or three digit code (000 to 999) for the destination with the number keys.**



If the destination's name has been programmed, the name is shown on the display. Otherwise, the fax number is shown.

Note

❒ If you make a mistake, press the 【Clear/Stop】 key and try again.

❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

4 **Press the 【Start】 key.**

Groups

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send the messages to all the destinations in that Group with just a few keystrokes. You can also program a name for the Group (for example, "Branch Offices") which will be displayed before you press the 【Start】 key.

Preparation

You need to program the Groups.
⇒ P.45 *"Registering Quick Dials"*

Limitation

❒ A Quick Dial programmed for Group cannot be used for other functions.

❒ Group Dial can be used only for Memory Transmission; it cannot be used for Immediate Transmission.

Note

❒ Groups are only available with Memory Transmission.

❒ To check the contents of the Groups, print the list.

❒ You can program up to 9 Groups.

❒ You can store up to 200 destinations in a Group. If a Quick Dial or Speed Dial is registered in two Groups, it takes up the space of one destination.

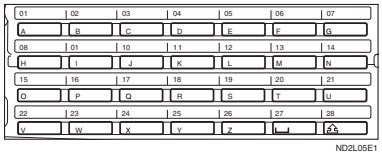
❒ Groups can contain Transfer Station codes, but note that these Groups cannot be used for normal transmission because the Transfer Station codes are not dialable numbers. See Chapter6, "Multistep Transfer" in the Advanced Features manual.

Reference

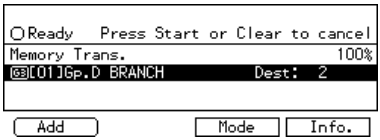
⇒ P.56 *"Registering Groups"*

1 **Set your original and select any scan settings you require.**

2 **Press the Quick Dial key in which the Group is programmed.**



The Group number is shown on the display. If the Group name is programmed, the name is also shown on the display.



Note

❒ If you make a mistake, press the 【Clear/Stop】 key and start again.

❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

3 **Press the 【Start】 key.**

Optional Group Dial

An Optional Fax Feature Expander is required to use this function.

If the Optional Group Dial function has been assigned to a User Function key, dialing is easy. Just press the User Function key and enter the Optional Group number (10 - 30).

You can use Optional Groups to specify several destinations at a time. You can program up to 9 Groups and up to 21 Optional Groups.

You need to program the Groups. ⇒ P.56 *"Registering Groups"*

Preparation

To use this function, you need to have programmed a User Function key as the Optional Group Dial function in advance. See Chapter5, "Assigning User Function Keys" in the Advanced Features manual.

Limitation

❒ Optional Group Dial can only be used only with Memory Transmission. If you select the Immediate Transmission mode, it automatically switch to the Memory Transmission mode.

Note

❒ You can include up to 200 destinations in a Group. If a Quick Dial or Speed Dial is registered in two Groups, it takes up the space of one destination.

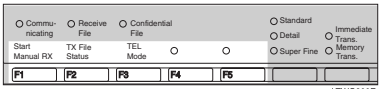
❒ Groups can contain Transfer Station codes, but note that these Groups cannot be used for normal transmission because the Transfer Station codes are not dialable numbers. See Chapter6, "Multistep Transfer" in the Advanced Features manual.

Reference

P.60 *"Registering Optional Groups"*

1 **Set your original and select any scan settings you require.**

2 **Press the User Function key (【F1】 through 【F5】) in which the optional Group Dial function is registered.**



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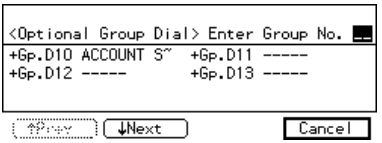
3 **Enter an Optional Group number with the number keys.**



The Optional Group number is shown on the display. If you have previously registered a name with this group, it is also shown on the display.

Note

❒ If you make a mistake, press the 【Clear/Stop】 key and try again.

❒ If you wish to dial more destinations, press **[Add]** and dial another number.

4 **Press the 【Start】 key.**

Reception

Selecting the Reception Mode

There are two ways you can set up your machine to handle incoming calls:

- Facsimile mode
- Telephone mode (external telephone required)

The default setting is Facsimile mode. You can change this with the Initial Setup RX settings.

Facsimile Mode (Auto Reception Mode)

When a telephone call comes in, the machine receives it automatically as a fax message. Use this setting for a dedicated fax line.

Telephone Mode

When a call comes in, you have to pick up the handset or external telephone and decide whether the call is a fax message yourself. If you hear a voice, continue your conversation as you would using a normal telephone. If you hear high pitched beeps, instruct the machine to receive the fax by following the procedure below.

Use this setting if you wish to share the line between the fax machine and a telephone.

Receiving a Fax in Telephone Mode

This feature needs a User Function key programmed as Start Manual RX. By default, 【F1】 key is already assigned this function.

① When the machine rings, pick up the handset.

② If you hear beeps, press the User Function key (【F1】–【F5】) which has been programmed as the Start Manual RX key.

③ Replace the handset. The machine will start receiving.

Changing from Facsimile Mode to Telephone Mode

This function also requires the use of a User Function key. By default, 【F3】 key is assigned as the 【TEL Mode】 key.

To change the reception mode, press the User Function key which has been programmed as the Telephone Mode key.

RTI/TTI

Registering RTI/TTI

An RTI (Receive Terminal Identification) is passed to a receiver or sender when you send or receive a fax. When the RTI is received, it is shown on the display and printed in a report at the other end.

The TTI (Transmitter Terminal Identification) is printed on the header of every fax you send.

You should include your name in both of these identifications.

Limitation

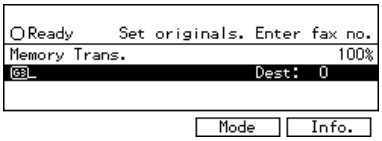
❒ The RTI does not work unless the other party has the same machine make with the RTI feature.

❒ You can program letters, symbols, number, and spaces in RTI and TTI.

Note

❒ You can program up to 20 characters in RTI and 32 in TTI.

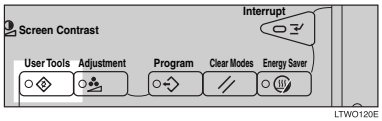
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



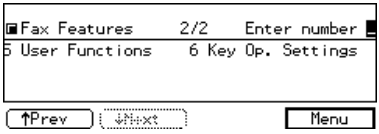
Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

2 Press the 【User Tools】 key.



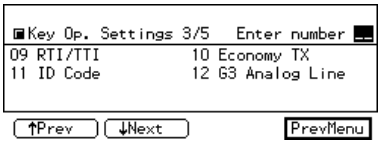
3 Enter the function number for "Key Op. Settings" with the number keys and press the 【#】 (Enter) key within 3 seconds.



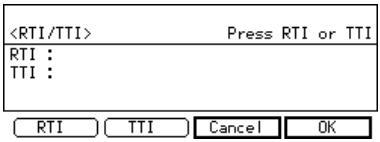
Note

❒ If "Key Op. Settings" is not shown, press **[↓Next]**.

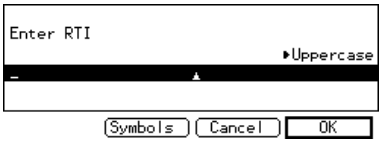
4 Enter the "RTI/TTI" code with the number keys.



5 Press the [RTI] key.



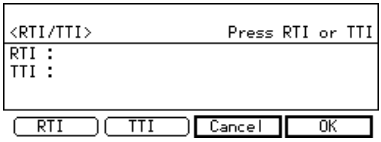
6 **Enter an RTI and press [OK].**



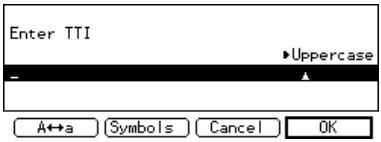
Reference

P.65 *"Entering Text"*

7 **Press the [TTI] key.**



8 **Enter a TTI and press [OK].**



Reference

P.65 *"Entering Text"*

Note

❒ If you press **[Cancel]**, the entered characters are canceled and the display shown in step **4** appears again.

9 **Press [OK] to confirm.**

10 **Press [PrevMenu].**

11 **Press the 【User Tools】 key.**

G3 Analog Line

This function must be set up before you connect the machine to a G3 analog line.

You can register the following items with a G3 analog Line:

- PSTN Line Type (Dial Pulse/Tone)
- In some countries, the PSTN Line Selection is not available. For details, please contact your service representative.
- CSI (up to 20 digits)
- Own Analog Number (up to 16 digits)

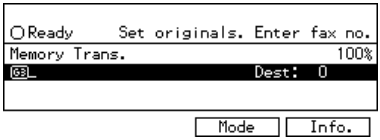
Note

❒ A CSI (Called Station Identification) is notified to a receiver or sender when you send or receive a fax. When the CSI is received, it is shown on the display or printed in a report by the receiver's or sender's machine. The CSI works even if the receiver or sender uses a different make machine.

❒ The CSI can contain numerals, a plus sign (+), and spaces. You usually should register your country code, area code (minus the leading zero) and your fax number in that order.

❒ Specify your own analog number (the telephone number to which your machine is connected) so that the transfer station can return the Transfer Result report to you. You can program numbers and a pause in your own number. Be sure to enter a pause after the area code.

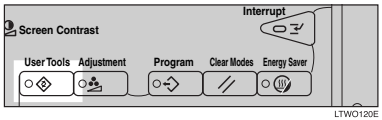
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



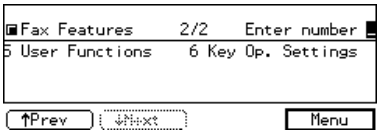
Note

❒ If the standby display is not shown, press the 【**Facsimile**】 key.

2 Press the 【User Tools】 key.



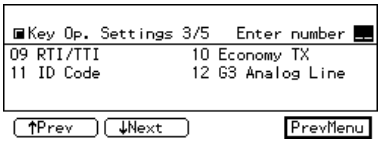
3 Enter the function number for "Key Op. Settings" with the number keys and press the 【#】 key within 3 seconds.



Note

❒ If "Key Op. Settings" is not shown, press **[↓Next]**.

4 Enter the function number for "G3 Analog Line" with the number keys.

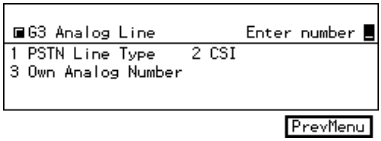


Note

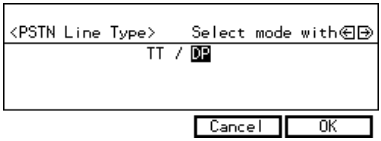
❒ If "G3 Analog Line" is not shown, press **[↑Prev.]** or **[↓Next]**.

To Select the PSTN Line Type

❶ **Enter the function number for "PSTN Line Type" with the number keys.**

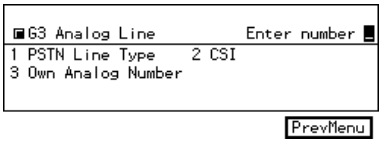


❷ **Select the desired line type and press [OK].**

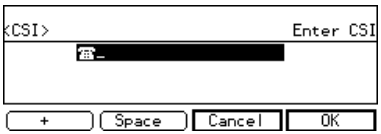


To enter the CSI

❶ **Enter the function number for "CSI" with the number keys.**

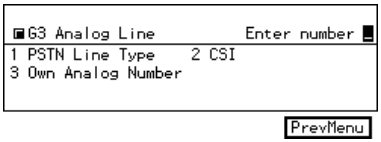


❷ **Enter the CSI and press [OK].**

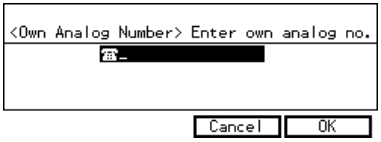


To enter the Own Analog Number

❶ **Enter the function number for "Own Analog Number" with the number keys.**



❷ **Enter the Own Analog Number and press [OK].**



❺ **Press [PrevMenu] twice.**

❻ **Press the 【User Tools】 key.**

Quick Dial

Registering Quick Dials

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

Use the following steps to program a new Quick Dial or to edit or overwrite existing Quick Dials. There are 56 Quick Dials available.

You can register the following items in each key:

- Destination fax number (up to 254 digits)
- Destination name
- Label Insertion (whether to print the destination name on faxes sent to this number)
- TTI (which TTI is printed on faxes sent to this number)

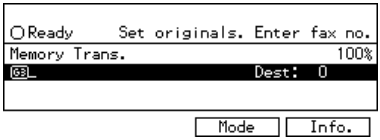
Important

❒ We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. See Chapter5, "Reports/Lists" in the Advanced Features manual.

Limitation

❒ When a registered Quick Dial key is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is shown You cannot change the destination for this key.

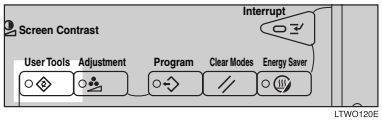
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



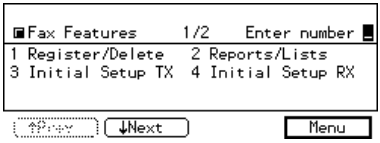
Note

❒ If the standby display is not shown, press the 【**Facsimile**】 key.

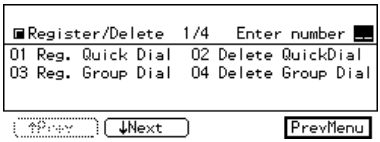
2 **Press the 【User Tools】 key.**



3 **Enter the function number for "Register/Delete" with the number keys.**



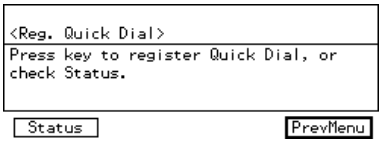
4 **Enter the number for "Reg. Quick Dial" with the number keys.**


Register/Delete 1/4 Enter number
01 Reg. Quick Dial 02 Delete QuickDial
03 Reg. Group Dial 04 Delete Group Dial
↓Next
PrevMenu

Note

❒ If "Reg. Quick Dial" is not shown, press **[↑Prev.]** or **[↓Next]**.

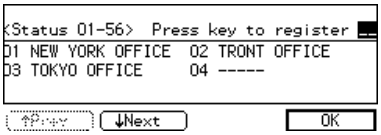
5 **Press the Quick Dial key which you want to register.**



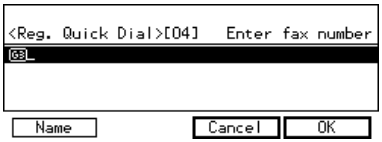
Note

❒ If you press a wrong key, press **[PrevMenu]** then try again.

❒ You can press **[Status]** to see the status currently programmed.



6 **Enter a fax number with the number keys.**



Note

❒ If you make a mistake, press the 【Clear/Stop】 key and try again.

❒ If a fax number is already registered in this Quick Dial key, the number and communication type are shown on the display. If you wish to change the fax number, press the 【Clear/Stop】 key and enter another number.

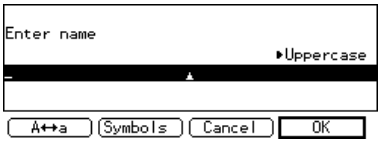
❒ You cannot omit the fax number.

7 **Press [Name] .**

Note

❒ If you wish to omit the destination name, go to step **10**.

8 **Enter the destination name.**



Note

❒ If a destination name is already registered in this Quick Dial key, the name is shown on the display. If you wish to change this name, press the 【Clear/Stop】 key and enter another name.

Reference

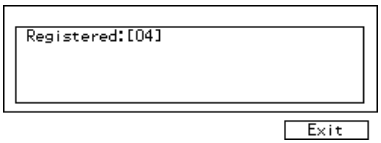
P.65 *"Entering Text"*

9 **Press [OK].**

The fax number and name are displayed.

10 **Press [OK] to register the new setting.**

Note



❒ If you press **[Cancel]**, the entered values are canceled and the display shown in step **7** appears again.

11 **Press [Exit].**

The display shown in step **6** appears again.

12 **Press the 【User Tools】 key.**

Quick Dial list

Printing the Quick Dial list allows you to check destinations registered in Quick Dial keys. See Chapter5, "Reports/Lists" in the Advanced Features manual.

Quick Dial Key and Function Key Label (Dial label)

You can print a template that can be used to make labels for Quick Dial and User Function keys. The template will have destination or Group names programmed in Quick Dials, and the names of functions assigned to User Function keys.

Limitation

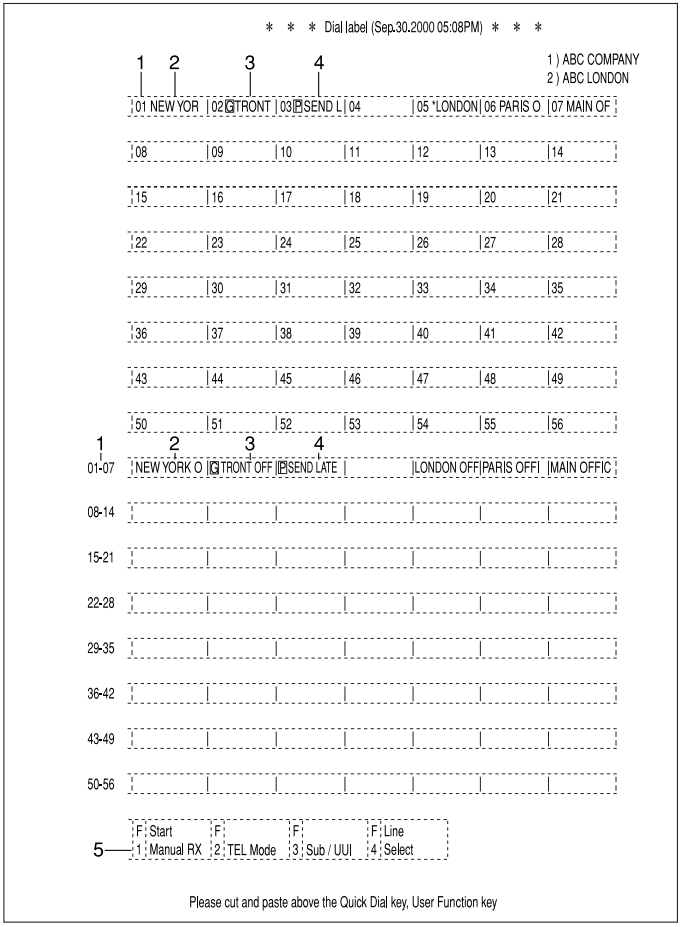
❒ Set the label paper to landscape in the Bypass Tray. Portrait position will print to wrong size.

Note

❒ You can choose whether to print on transparent or non-transparent label paper with the User Parameters. By default the setting is "Non-transparent". See Chapter6, "Changing the User Parameters (Switch06 Bit5)" in the Advanced Features manual.

❒ To print the label template, see Chapter5, "Reports/Lists" in the Advanced Features manual.

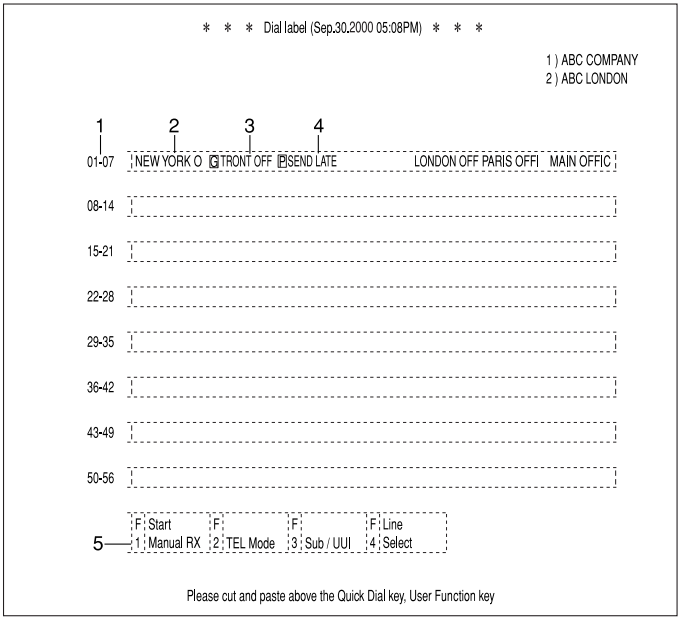
Non-transparent label paper



ZAAS310N

1. **Quick Dial key number**
2. **Destination name**
3. **Group name (G)**
4. **Program name (P)**
5. **Programmed contents of User Function keys**

Transparent label paper



1. **Quick Dial key number**

2. **Destination name**

3. **Group name (G)**

4. **Program name (P)**

5. **Programmed contents of User Function keys**

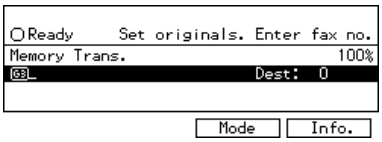
Deleting Quick Dials

This procedure describes how to find a programmed Quick Dial and delete it.

Limitation

❒ When a Quick Dial key is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is shown and you cannot delete the destination for this key.

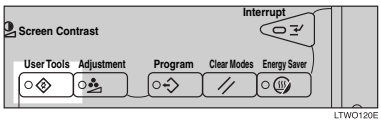
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



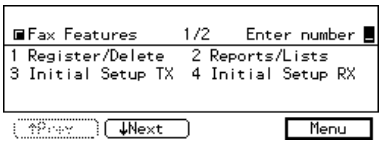
Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

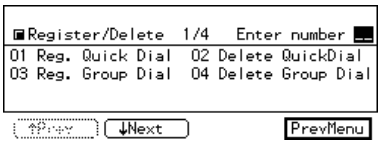
2 **Press the 【User Tools】 key.**



3 **Enter the function number for "Register/Delete" with the number keys.**



4 **Enter the number for "Delete Quick Dial" with the number keys.**

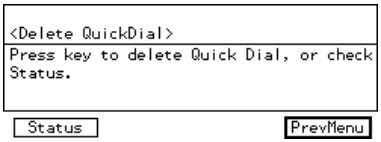


Note

❒ If "Delete Quick Dial" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Press the Quick Dial key which you want to delete.**

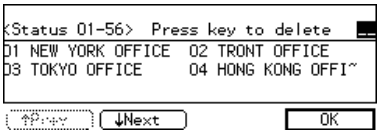
The current contents of the key are displayed.



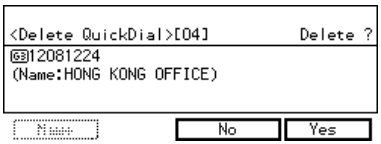
Note

❒ If you press the wrong key, press **[No]** then try again.

❒ You can press **[Status]** to see the status currently programmed.



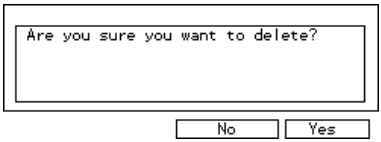
6 **Press [Yes].**



Note

❒ If you press **[No]**, the destination is not deleted and the display is shown in step **5** appears again.

7 **Press [Yes] to delete the destination stored in this Quick Dial key.**



Note

❒ If you press **[No]**, the destination is not deleted and the display shown in step **6** appears again.

8 **Press the 【User Tools】 key.**

Speed Dial

Registering Speed Dial

If you register a destination in a Speed Dial, you can dial that number by just pressing the 【Speed Dial】 key followed by a two or three digit code.

Use these steps to program a new Speed Dial or overwrite an existing one. You can register the following items in a Speed Dial:

- Destination fax number (up to 100 numbers, up to 254 digits for each number)
- Destination name (up to 20 characters)
- A Telephone Directory search letter (A to Z)
- Label Insertion (whether to print the destination name on faxes sent to this number)
- TTI (which TTI is printed on faxes sent to this number)

Important

❒ We recommend that you print the Speed Dial list and keep it when you register or change a destination.

Limitation

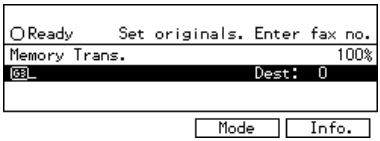
❒ When a registered Speed Dial is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission. " is shown and you cannot change the destination for this Quick Dial. See Chapter5, "Reports/Lists" in the Advanced Features manual.

Note

❒ You can specify codes 00 to 99.

❒ If you install the optional Expansion Memory, you can register up to 1,000 numbers in Speed Dials. In this case codes 000 to 999 are used.

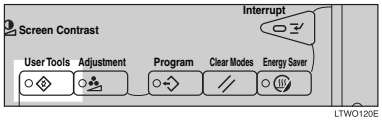
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



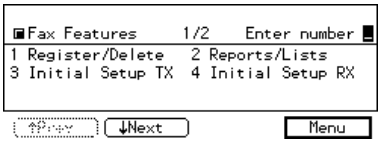
Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

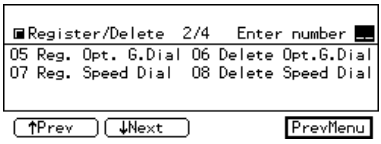
2 Press the 【User Tools】 key.



3 Enter the function number for "Register/Delete" with the number keys.



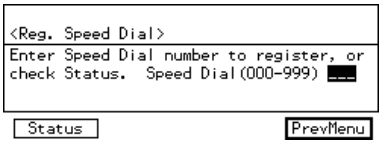
4 **Enter the number for " Reg. Speed Dial" with the number keys.**



Note

❒ If "Reg. Speed Dial" is not shown, press **[↑Prev.]** or **[↓Next]**.

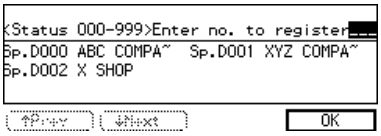
5 **Enter the Speed Dial code you want to register with the number keys.**



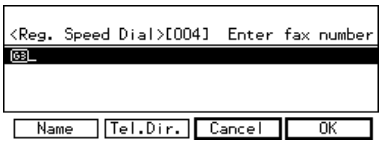
Note

❒ If you make a mistake, press the **【Clear/Stop】**key and enter the correct number.

❒ You can press **[Status]** to see the status currently programmed.



6 **Enter a fax number with the number keys.**



Note

❒ If you make a mistake, press the **【Clear/Stop】** key and enter the correct number.

❒ If a fax number is already registered in this Speed Dial, the number is shown on the display. If you wish to change the fax number, press the **【Clear/Stop】** key and enter another number.

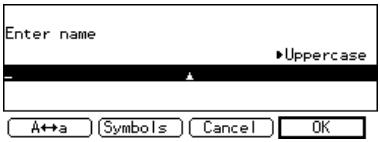
❒ You cannot omit the fax number. Be sure to register it.

7 **Press [Name].**

Note

❒ If you wish to omit the destination name, go to step **11**.

8 **Enter the destination name.**



Note

❒ If a destination name is already registered in the Speed Dial, the name is shown on the display. If you wish to change the destination name, press the **【Clear/Stop】** key and enter another name.

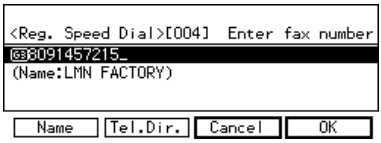
Reference

P.65 *"Entering Text"*

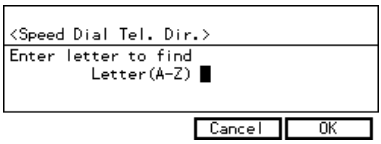
9 **Press [OK].**

The entered destination number and name are shown on the display.

10 **Press [Tel.Dir.].**



11 **Enter a search letter (A to Z) for the Telephone Directory.**



Reference

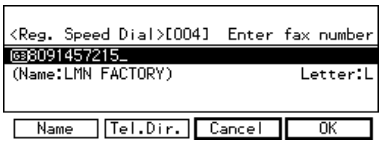
P.65 *"Entering Text"*

12 **Press [OK].**

The search letter you entered is shown.

13 **Press [OK].**

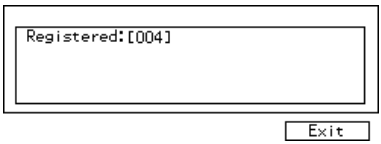
The fax number, destination name, and search letter are registered.



Note

❒ If you press **[Cancel]**, the Speed Dial is not registered.

14 **Press [Exit].**



15 **Press the 【User Tools】 key.**

Speed Dial list

Print this list to check which destinations are programmed. See Chapter5, "Reports/Lists" in the Advanced Features manual.

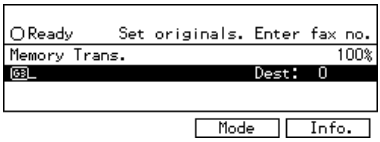
Deleting Speed Dial

Use this procedure to delete any Speed Dials you are not using anymore.

Limitation

❒ If a registered Speed Dial is being used for a standby Memory Transmission, the message "`This destination is in use for standby transmission file. Please modify/delete after transmission.` " is shown and you cannot change the destination for this Speed Dial.

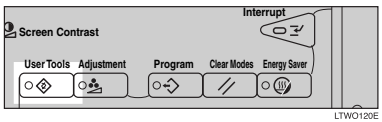
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



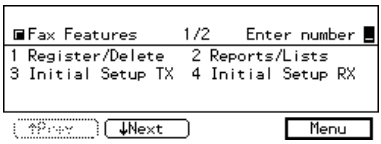
Note

❒ If the standby display is not shown, press the 【**Facsimile**】 key.

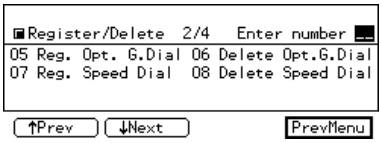
2 **Press the 【User Tools】 key.**



3 **Enter the function number for "Register/Delete" with the number keys.**



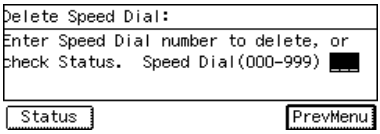
4 **Enter the number for "Delete Speed Dial" with the number keys.**



Note

❒ If "Delete Speed Dial" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the Speed Dial code you wish to delete.**

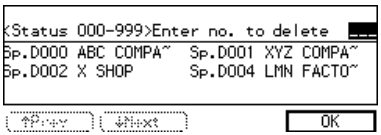


The registered destination is shown on the display.

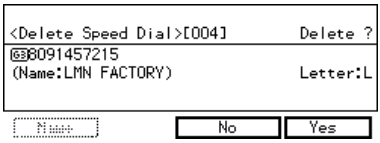
Note

❒ If you make a mistake before entering the first digit, press the **【Clear/Stop】** key and enter the correct number. If you make a mistake after entering the last digit, press **[No]** and enter the number again.

❒ You can press **[Status]** to see the status currently programmed.



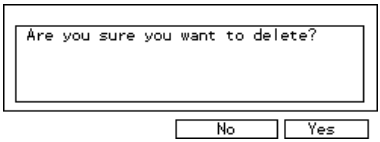
6 **Press [Yes].**



Note

❒ If you press **[No]**, the Speed Dial is not deleted and the display shown in step **6** appears again.

7 **Press [Yes].**



The Speed Dial is deleted.

Note

❒ If you press **[No]**, the Speed Dial is not deleted and the display shown in step **6** appears again.

8 **Press the 【User Tools】 key.**

Groups

Registering Groups

If you send the same message to several destinations at the same time on a regular basis, program these destination numbers as a Group. This allows you to dial these destinations with a single key press.

Use these steps to program a new Group or to edit or overwrite an existing Group.

You can register the following items in a Group:

- Destination fax numbers (up to 200 numbers for each group, up to 254 digits for each number)
- Group name (up to 20 characters)

You can enter destination numbers with Quick Dial keys, Speed Dials, or the number keys.

Important

❒ It is recommend that you print the Group Dial list and keep it when you register or change destinations. See Chapter5, "Reports/ Lists" in the Advanced Features manual.

Note

❒ The maximum number of Groups you can register is 9.

❒ The theoretical maximum number of destinations you can store in a Group [*1] is 200 [*2].

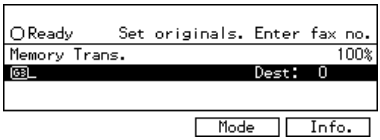
❒ When a lot of destinations are registered in a Group using number keys, you sometimes cannot enter a destination for a Memory Transmission with the number keys. ⇒ P.33 *"Number Keys"*

❒ When a registered group is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/ delete after transmission" is shown and you cannot change destinations for this Group.

[*1] If the same number is stored in several Groups, it will only be counted as a single item. This applies to numbers stored using Quick Dials, Speed Dials or the number keys.

[*2] Maximum of 55 Quick Dials, 100 Speed Dials and 98 numbers entered directly with the number keys.

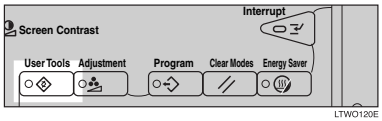
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



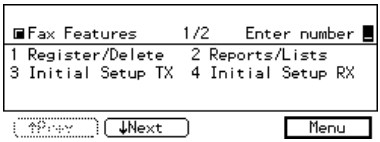
Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

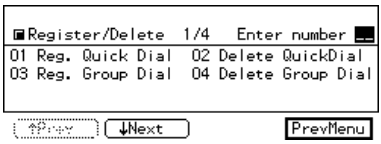
2 Press the 【User Tools】 key.



3 Enter the function number for "Register/Delete" with the number keys.



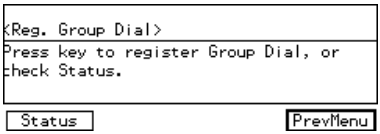
4 **Enter the number for "Reg. Group Dial" with the number keys.**



Note

❒ If "Reg. Group Dial" is not shown, press **[↑Prev.]** or **[↓Next]**.

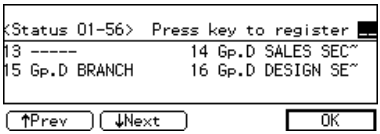
5 **Press the Quick Dial key in which you want to register the Group.**



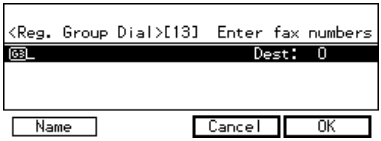
Note

❒ If you make a mistake, press **[Cancel]** then try again.

❒ You can press **[Status]** to see the status currently programmed.



6 **Enter a fax number then press [Add].**



Note

❒ Enter a destination in any of the following three ways:

- Enter the fax number with the number keys.
- Press a Quick Dial key in which the destination is registered.
- Press the 【Speed Dial】 key and enter a Speed Dial code.

❒ If you make a mistake, press the 【Clear/Stop】 key and re-enter the correct Group number.

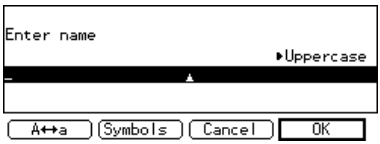
❒ If destinations are already registered, they are shown on the display. Press the ◀ or ▶ key to scroll through the destinations on the display. If you want to change a destination, select it and press the 【Clear/Stop】 key. Press the 【Clear/Stop】 key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the number keys.

❒ You cannot omit the fax number.

7 **Repeat step 6 for all the destinations you want registered in the Group.**

8 **Press [Name].**

9 **Enter the Group name.**



Note

❒ If the Group name is already registered, it is shown on the display. If you wish to change the Group name, press the 【Clear/Stop】 key and enter another name.

Reference

P.65 *"Entering Text"*

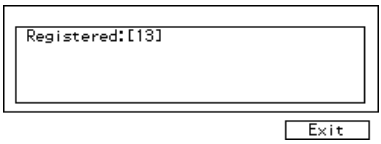
10 **Press [OK].**

The entered fax numbers and Group name are shown on the display.

Note

❒ Press the ◀ or ▶ key to scroll through the destinations on the display. If you wish to change a destination, select it and press the 【Clear/Stop】 key. Press the 【Clear/Stop】 key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the number keys.

11 **Press [OK] to register the Group.**



Note

❒ If you press **[Cancel]**, the Group is not programmed and the display shown in step **6** appears again.

12 **Press [Exit].**

The display shown in step **5** appears again.

13 **Press the 【User Tools】 key.**

Group Dial list

The Group list allows you to print and check destinations registered in Groups.

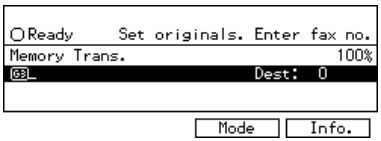
Deleting Groups

This function deletes all destinations registered in a Group.

Limitation

❒ When a registered Group is being used for a Memory Transmission on standby, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is displayed and you cannot delete destinations for this Group.

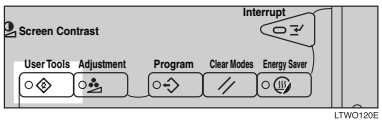
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



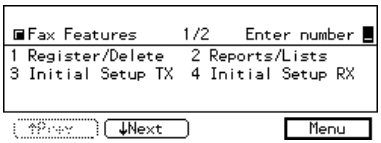
Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

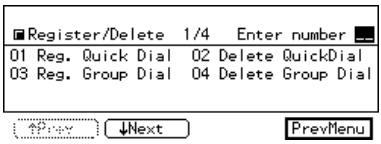
2 **Press the 【User Tools】 key.**



3 **Enter the function number for "Register/Delete" with the number keys.**



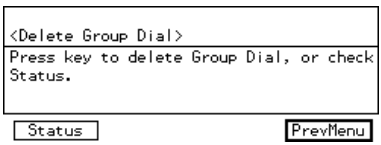
4 **Enter the number for "Delete Group Dial" with the number keys.**



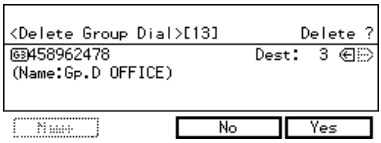
Note

❒ If "Delete Group Dial" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Press the Quick Dial key whose Group you wish to delete. keys.**



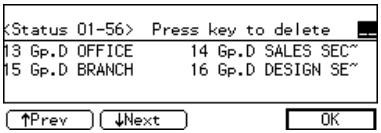
The registered Group is shown on the display.



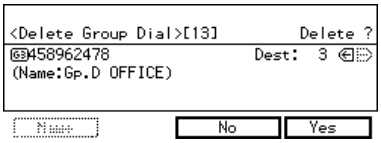
Note

❒ If you make a mistake, press **[No]** and press the correct key.

❒ You can press **[Status]** to see the status currently programmed.



6 **Press [Yes].**

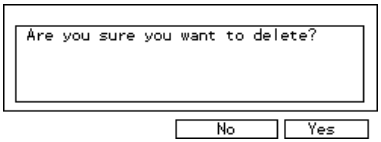


Note

❒ If you press **[No]**, the Group is not deleted and the display is shown in step **6** appears again.

7 **Press [Yes].**

The Group is deleted.



Note

❒ If you press **[No]**, the Group is not deleted and the display shown in step **6** appears again.

8 **Press the [User Tools] key.**

Registering Optional Groups

An optional Expansion Memory is required to use this function.

Installing the Fax Expansion Memory option enables you to store more Groups. These extra Groups are referred to as Optional Groups.

Use these steps to program a new Group or to edit or overwrite an existing Group.

Use these steps to program a new Optional Group or edit or overwrite an existing one. You can register the following items in each Optional Group:

- Destination fax numbers (up to 200 numbers for each group, up to 254 digits for each number)
- Group name (up to 20 characters)

To specify destinations you can use Quick Dial keys, Speed Dials, or the number keys.

Important

❒ We recommend that you print the Optional Group Dial list and keep it when you register or change destinations. See chapter5, "Reports/ Lists" in the Advanced Features manual.

Limitation

❒ The maximum number of Optional Groups you can register is 21.

❒ Before you can use this feature you must program a User Function Key with the Optional Group function. See Chapter5, "Assigning User Function Keys" in the Advanced Features manual.

❒ The maximum number of destinations you can register in Groups is 2000; 56 in quick dial keys, 1000 speed dials, and 999 numbers entered directory with the number keys.

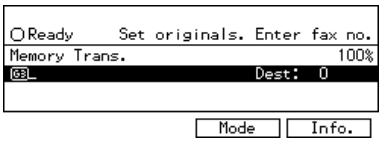
❒ The number of destinations that can be registered with the number keys depends on how the machine is used. It is possible to register 999 destinations for all the Optional Groups. If you register 999 destinations with the number keys, however, you cannot perform a Memory Transmission or specify a Group. When you register destinations on the number keys, the number of destinations must be 998 or less. ⇒ P.33 *"Number Keys"*

❒ If you register an Optional Group with the number keys when a file is waiting to be transmitted, the message "`You have exceeded the maximum machine specifications. No additional entry with number keys`" is shown and you sometimes cannot register any more destinations even when the number of specified destinations is 998 or less. This is because a fax number is stored in memory for the file to be transmitted. When the file transmission is completed and the fax number is deleted, you can register a Group.

❒ When a lot of destinations are registered in the number keys for an Optional Group, you sometimes cannot dial a destination for a Memory Transmission with the number keys.

❒ When a previously registered Optional Group is being used for a standby transmission, the message "`This destination is in use for standby transmission file. Please modify/delete after transmission`" is shown and you cannot change destinations for this Group.

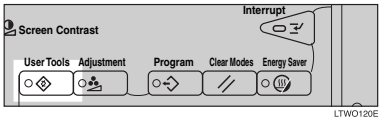
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



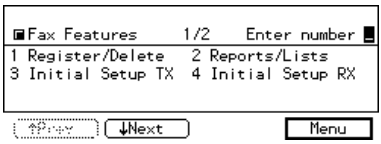
Note

❒ If the standby display is not shown, press the 【**Facsimile**】 key.

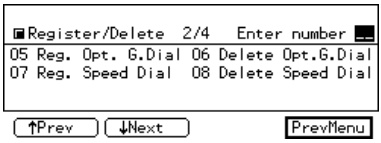
2 **Press the 【UserTools】 key.**



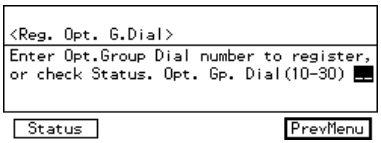
3 **Enter the function number for "Register/Delete" using the number keys.**



4 **Enter the function number for "Reg. Opt. G.Dial" using the number keys.**



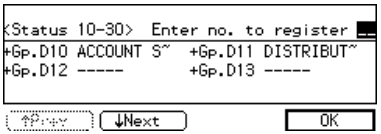
5 **Enter the Optional Group number (10 to 30) you want to register using the number keys.**



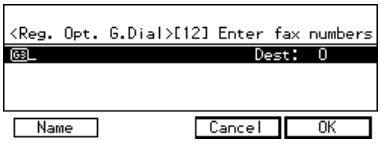
Note

❒ If you make a mistake with the first digit, press the 【**Clear/Stop**】 key and enter a correct number. If you make a mistake with the second digit, press **[Cancel]** and enter the number again.

❒ You can press **[Status]** to see the currently registered Optional Groups.



6 **Enter the first destination, then press [Add] before entering the next.**



Note

❒ You can enter destinations in any of the following three ways:

- Enter a fax number with the number keys.
- Press a Quick Dial key in which a destination is registered.
- Press the 【**Speed Dial**】 key and enter a code.

❒ If destinations are already registered, they are shown on the display. Press the ◀ or ▶ key to scroll through the destinations on the display. If you want to change a destination, select it and press the 【Clear/Stop】 key. Press the 【Clear/Stop】 key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the number keys.

❒ If you make a mistake, press the 【Clear/Stop】 key and try again.

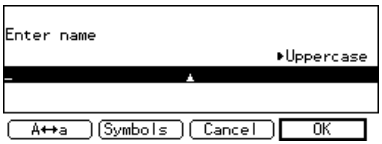
Note

❒ You cannot omit a fax number.

7 **Repeat step 6 for all the destinations to be registered in the Optional Group.**

8 **Press [Name].**

9 **Enter the name.**



Note

❒ If a Group name is already registered, it is shown on the display. If you want to change the name, press the 【Clear/Stop】 key and enter another name.

Reference

P.65 *"Entering Text"*

10 **Press [OK].**

The entered fax numbers and Optional Group name are shown on the display.

Note

❒ If destinations are already registered, they are shown on the display. Press the ◀ or ▶ key to scroll through the destinations on the display. If you want to change a destination, select it and press the 【Clear/Stop】 key. Press the 【Clear/Stop】 key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the number keys

11 **Press [OK] to store the information you have just entered.**

Note

❒ If you press **[Cancel]**, the Optional Group is not registered and the display shown in step 6 appears again.

12 **Press [Exit].**

The display shown in 6 appears again.

13 **Press the 【UserTools】 key.**

Checking the Contents of Optional Groups

Print the Optional Group dial list. See Chapter5, "Reports/Lists" in the Advanced Features manual.

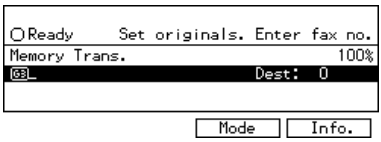
Deleting Optional Groups

This function deletes all destinations registered in an Optional Group.

Limitation

❒ If a registered Optional Group is being used for a standby Memory Transmission, the message "This destination is in use for a standby transmission file. Please modify/delete after transmission" is shown and you cannot change destinations for this Group.

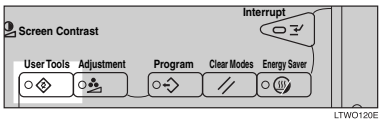
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

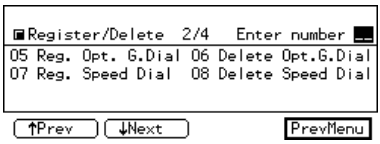
❒ If the standby display is not shown, press the 【Facsimile】 key.

2 **Press the 【UserTools】 key.**

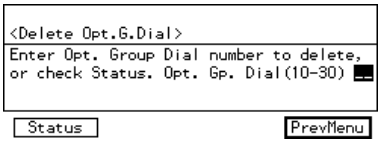


3 **Enter the function number for "Register/Delete" using the number keys.**

4 **Enter the function number for "Delete Opt.G.Dial" using the number keys.**



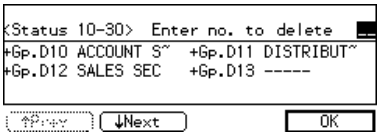
5 **Enter the Optional Group number (10 to 30) you wish to delete using the number keys.**



Note

❒ If you make a mistake with the first digit, press the 【Clear/Stop】 or **[Cancel]** and enter the correct number. If you make a mistake with the second digit, press No and enter the number again.

❒ You can press **[Status]** to see which Optional Groups are programmed.



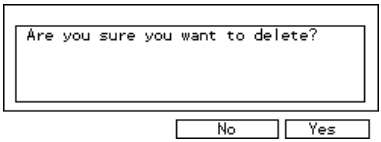
6 **Press [Yes].**

Note

❒ If you press **[No]**, the Optional Group is not deleted and the display shown in step 6 appears again.

❒ The registered destinations are shown.

7 **Press [Yes] to delete the Optional Group.**



Note

❒ If you press **[No]**, the Optional Group is not deleted and the display shown in step **6** appears again.

8 **Press the 【UserTools】 key.**

Entering Text

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  0123456789

Keys

❖ **Number keys**
Use to enter numbers.

❖ **Quick Dial 01/29 to Quick Dial 28/56 (A to Z)**
Press these keys to enter upper and lower case letters.

❖ **[A←→a]**
Use to switch between upper and lower case.

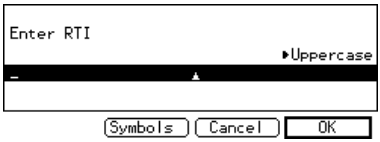
❖ **Quick Dial 27/55**
Press to enter a space.

❖ **【Clear/Stop】key**
Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

❖ **◀ or ▶**
Use to move the cursor left or right.

Note

❒ If you wish to enter symbols, press **[Symbols]**.



❒ Flip the plate to access Quick Dial keys not shown.

❒ Quick Dial 01/29 means Quick Dial key 01 or 29.

Wild Cards

When you register RTIs or CSIs for multiple destinations, you can register a sequence of characters common to these identifications as a wild card instead of registering every identification.

If a destination has an RTI or CSI containing a wild card, the machine determines that the destination matches the registered destination.

❖ **Not using a wild card**

Destination to be registered (RTI)	Number of registered identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

❖ **Using a wild card**

Destination to be registered (RTI)	Number of registered identifications
BRANCH	1

Limitation

❒ You can register up to 30 wild cards.

Note

❒ Compare identifications by neglecting spaces.

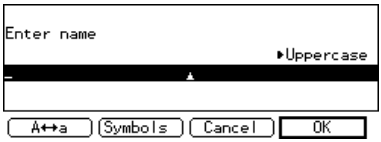
❒ You can use wild cards for the following functions:

- See Chapter6, "Registering Specified Senders (Special RX Nos.)" in the Advanced Features manual.
- See Chapter6, "Authorized Reception" in the Advanced Features manual.
- See Chapter6, "Forwarding" in the Advanced Features manual.

How to Enter Text

Entering letters

1 Press [A←→a] to switch between Uppercase and Lowercase.



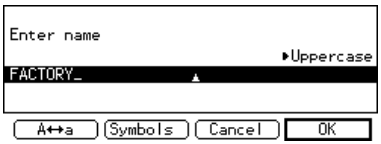
2 Press a Quick Dial key.

A letter is entered and the cursor moves.

Note

❒ If you wish to enter another character continuously, repeat step 2.

❒ If you wish to insert a character, press the ◀ or ▶ key to move the cursor to a character you want to enter.

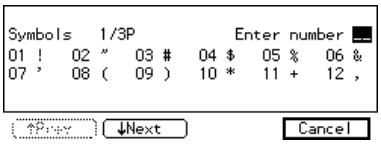


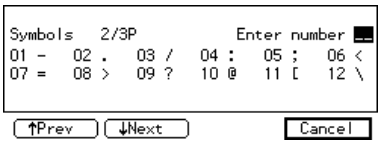
Entering symbols

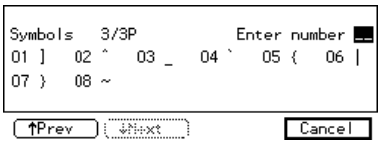
1 Press [Symbols].

The available symbols are shown on the display.

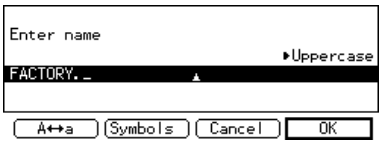
2 Select the desired symbol by pressing [↑Prev.] and [↓Next].







3 **Enter the number of the symbol you wish to insert with the number keys.**



The symbol is entered and the cursor moves.

Note

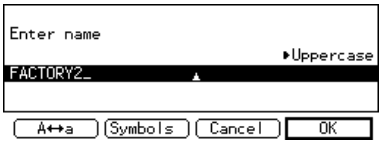
❒ If you wish to enter another symbol, repeat steps **2** and **3**.

❒ If you wish to insert a character, press the ◀ or ▶ key to move the cursor to a character you want to enter.

Entering numbers

1 **Press a number key.**

The numeral is entered and the cursor moves.

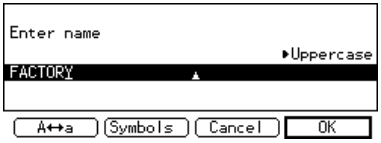


Note

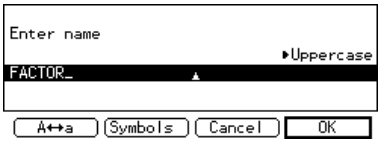
❒ If you wish to insert a character, press the ◀ or ▶ key to move the cursor to a character you want to enter.

Deleting characters

1 **Press the ◀ or ▶ key to move the cursor to a character you want to delete.**



2 **Press the [Clear/Stop] key.**



The character at the cursor position is deleted .

Note

❒ If you wish to delete another character, repeat steps **1** and **2**.

Adjusting Volume

You can change the volume of the following sounds the machine makes.

❖ **On Hook**
When you press the 【On Hook Dial】 key.

❖ **Transmission**
When the machine send a message.

❖ **Reception**
When the machine receive a message.

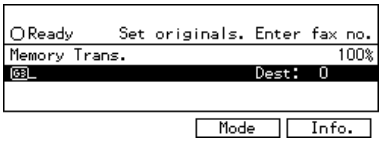
❖ **Dialing**
After pressing the 【Start】 key, this sound is output until the line connects to the destination.

❖ **Printing**
Sounds when a received message has been printed.

Limitation

❒ Adjusting Volume is not available with G4.

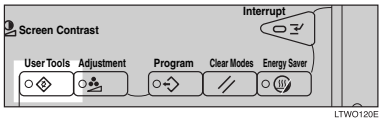
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



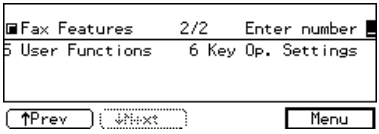
Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

2 **Press the 【User Tools】 key.**



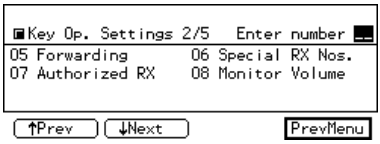
3 **Enter the function number for "Key Op. Settings" with the number keys and press the 【#】 (Enter) key within 3 seconds.**



Note

❒ If "Key Op. Settings" is not shown, press **[↓Next]**.

4 **Enter the "Monitor Volume" code with the number keys.**



Note

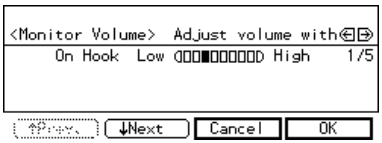
❒ If "Monitor Volume" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 **Select an item you want to adjust pressing [↑Prev.] and [↓Next].**

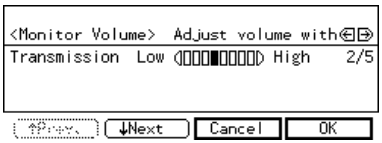
Note

❒ On Hook, Transmission, Reception, Dialing, and Printing are shown in that order.

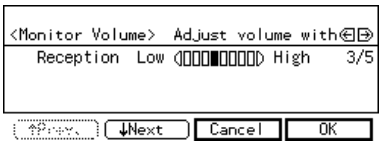
❖ On Hook



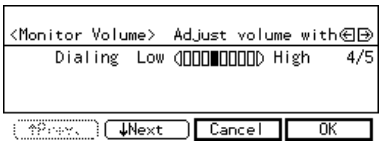
❖ Transmission



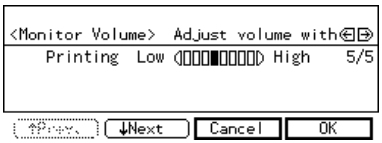
❖ Reception



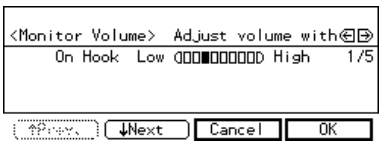
❖ Dialing



❖ Printing



6 **Adjust the volume using the ◀ or ▶ key and press [OK].**



Note

❒ When you press **[Cancel]**, the volume setting is canceled and the display shown in step **5** appears again.

❒ Lowest = OFF

7 **Press [PrevMenu].**

8 **Press the 【User Tools】 key.**

Error Messages and Their Meanings

If there is an error, one of the following messages may appear on the display. It might just flash up briefly, so if you are watching for errors, stay by the machine and check the display.

Message	Problem and Solution
Clear Misfeed(s) Remove originals from the Document Feeder.	Original misfeed Remove originals from Document Feeder. Set any pages of the original that were not scanned and send again.
Reset originals and press Start.	Original jammed during Memory Transmission. Reset originals that have not been scanned.
Error. Transmission has been cancelled.	A document jam occurred during Immediate Transmission. Press **[OK]** and resend the page which has been not sent.
	An error occurred during Immediate Transmission. Press **[OK]** and re-send the original. **Note** ❒ There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error re-occurs frequently, contact your service representative.
Cannot detect original size. Reset original(s) and press Start key.	The machine failed to detect the size of the original. Press the ◀ or ▶ key to select the size and press the **[Start]** key three times.
<FAX> Personal Code Access. Please enter your Personal Code.	Personal Codes Access is switched on. You need to enter a previously programmed 4 digit ID code. See Chapter6, "Personal Codes" in the Advanced Features manual.
?Service call Functional problem with the fax. Please contact your service representative.	There is a problem with the fax function. Contact your service representative and tell the code number shown in the display. The copier function will still work normally.
Memory is full. Cannot store additional originals. (Stored original(s) will be transmitted.)	If you press **[OK]**, the machine returns to the standby mode and start transmitting pages which has been scanned.

When the [Fax] key is Lit in Red

If this key is lit, refer to the table below and take the appropriate action.

Problem	Solution
Paper has run out.	Add paper. See "Loading Paper" in the Copy Reference.
The paper output tray is full.	Remove the paper from the tray.
The machine is in RDS (Remote Diagnostic System) mode.	Wait with the **Main Power** switch on. Machine will go to the standby mode after it exits from the RDS mode.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier will still function normally.
Toner is empty.	Replace the toner cartridge. See "Adding Toner" in the Copy Reference.

Solving Problems

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Image background appears dirty when received at the other end.	Adjust the scan density.	P.30 *"Image Density (Contrast)"*
Printed or sent image contains spots.	The Document Feeder (ADF) or exposure glass is dirty. Clean them. See the Copy Reference manual. Make sure that ink or eraser is dry before setting the original.	---
Received image is too light.	Request the sender to increase the image density.	---
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper.	See Appendix, "Acceptable Types of Originals" in the Advanced Features manual.
	When appears on the display, toner is beginning to run out. Replace the toner cartridge soon. See the Copy Reference manual.	---
Message appears blank at the other end.	The original was set upside down. Set it properly.	P.12 *"Setting Originals"*
You want to cancel a Memory Transmission.	If the original is being stored, press the 【Clear/Stop】 key.	P.23 *"Canceling a Memory Transmission"*〈BASIC FEATURES〉 "Canceling a Memory Transmission"
	If the original is being sent, use "Check/Cancel TX Files" in the Information menu.	See Chapter4, "Checking and Canceling Transmission Files" in the Advanced Features manual.
You want to cancel an Immediate Transmission.	Press the 【Clear/Stop】 key.	P.4 *"Operation Panel"*
You cannot add any destination in Group though it does not reach the maximum number.	99 destinations have been programmed with the number keys (999 with the optional Expansion Memory). Program more numbers with Quick Dials or Speed Dials.	See Chapter1, "Chain Dial", "Redial" or "Subaddress" in the Advanced Features manual.

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MEMO

MEMO